

# SAMPLE RESUME GUIDELINES

Objective statement or summary sections are optional especially if space does not permit. It may not be necessary to include both an objective statement and a summary

## NAME

Address, City, State, Zip, Email, Phone

### OBJECTIVE

Concise unique statement highlighting your relevant skills and/or education history and career goals in which you hope to apply or obtain in the position

### SUMMARY

- Two to five bullet points highlighting your greatest strengths and skills as emphasized in your resume

### EDUCATION

**University of Maryland, Baltimore County, (UMBC) Baltimore, MD**

Bachelor of Science, Major

Minor and/or Certifications

GPA: (if above a 3.00)

Graduation Date

**Community College, City, State**

Associate of Arts (If earned), Major

GPA: (if above a 3.00)

Graduation Date or Dates Attended

### CERTIFICATIONS/LICENSES

Title of Certification/License

Date Received

### RESEARCH, PUBLICATIONS AND PRESENTATIONS

Title of Presentation, Place/Organization Presented (Type)

Date

### RELEVANT PROJECTS

- Title of Class and Project (without course number) Semester Year
- One to two bullet points about your role, actions, and results of the project; use action verbs
- Gained experience with \_\_\_\_\_ to \_\_\_\_\_
- Mention what you learned from the project

### RELEVANT COURSEWORK (OPTIONAL)

- Bulleted list of the most applicable classes
- List major and minor courses relevant to the position applying
- Include no more than three lines of course work

### SKILLS

Laboratory:

Computer:

Quantitative/Analytic:

Interpersonal:

List laboratory tools used, procedures and techniques; e.g., Isothermal Titration Calorimetry (ITC), Cell Fractionation, Chromatography  
JAVA, HTML, Python, SQL Server, MS Visio/SharePoint  
Data analysis, Polymath, Minitab, MATLAB  
List adaptable or transferable skills

Can group all skill types together or use subcategories

If you are a first-year student, you may include work and activities from high school. Once you enter your second year, only college activities and work should be included

Indicate where the presentation or publication was presented and what type; i.e. research poster, paper, or oral presentation

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Use subcategories to list technology skills

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## TECHNICAL SKILLS

*Programming:* JAVA, C++, C, HTML

*Operating Systems:* Windows Server 2008 R2/2008/2003, Windows 7/Vista/XP

*Software:* MS Office 2010 Suite + MS Visio/Project/SharePoint, Exchange, Group Policy

## DESIGN SKILLS

*Advanced:* MS Office Suite, Adobe Illustrator, Adobe Photoshop

*Proficient:* iMovie, Adobe InDesign, Dreamweaver

*Novice:* Adobe Flash

Can also list as a subcategory in the skills section

## LANGUAGES

Spanish (conversational), Russian (basic), French (fluent)

## PROFESSIONAL EXPERIENCE

*Position Title, Company/Organization, City, State*

*Start Date-End Date*

- Two to five action statements highlighting your achievements, contributions, and tangible work accomplishments

(Jobs/internships related to position - can title "Experience" (Leadership/ Technical/ Research/ Scientific/ Management)

## ADDITIONAL EXPERIENCE

*Position Title, Company/Organization, City, State*

*Start Date-End Date*

- One to three action statements describing your work
- Highlight achievements, contributions, and tangible work accomplished

## HONORS AND AWARDS

*Organization, Award*

*Date Received*

## ACTIVITIES/INTERESTS

*Role, Organization/Club*

*Start Date-End Date*

- One to three achievement orientated tasks about your work with the organization; use action verbs

Add additional experience that is not related to the position applying for

## SERVICE EXPERIENCE/COMMUNITY ENGAGEMENT

*Organization, Role*

*Date/s Involved*

Activities directly related to the position applying for may also be listed under "Relevant" or "Professional Experience"

PREPARE YOUR DOCUMENTS