

Lincoln University(PA)-Office of Career Services ResumeGuide

NOTES:

1. Use Times New Roman font for the resume (**Name**-Size 14, *All other text*-Size 11)
2. Resume should be 1 page long unless you have 10 or more years of work-experience post college
3. Be sure this document (Microsoft Word) has single spacing-A) Highlight a space on an empty document, B) Click on bottom right corner of Paragraph menu, C) then check for the following categories: "Special": none; "Line Spacing": Single; "Spacing": 0 pt (both Before and After)

Name

jjjj@lincoln.edu; Home/Cell Phone #
SMR 111, 1570 Baltimore Pike
Lincoln University, PA 19352

Education Lincoln University (PA) Major: Subject (Graduation Month/Year) Minor: Subject
GPA: 3.00(list if > 3.00) Major GPA: 3.20 (list if overall GPA is < 3.0 and this is >3.0)

- List any academic awards/honors, or scholarships you won (name, date you won it)
- List the title or topic of one major research essay/assignment that you feel is related to one of your long-term career goals/interests

Technology Program Title (most advanced skill mastered in program), Microsoft Excel (If Function, VLookUp), Adobe Photoshop and Acrobat; Apple Final Cut Pro/Express and GarageBand

Interests: *General Resumes:* List no more than 6 topics, subjects, careers, or industries that match your life passions
Customized Resumes: IMPORTANT: List at least 1 employer product or service **by name** that matches one of your life passions or skills (*2 would be ideal*)

Languages: List each language that you either are fluent in or have had at least 2 years of course-work/instruction in. If not fluent in the language, list the one (1) thing you do best with the language(*reading, writing, speaking, or understanding others speaking it-auditory comprehension*)

Certifications: List the title, Months and Years it is/was valid, and the name of the organization that awarded you the certification/license.

Experience(Experience can be volunteer, paid-part and full time, summer, etc. List no more than 3.)

Notes: Expect to only list three (3) jobs since resumes should 1 page in length; not all jobs must include descriptions

Quantify definition: to include the amount or number of a thing or entity

<u>Job Title</u>	Name of the Organization	Location(City, ST)
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Dates of employment/affiliation (Month Year – Month Year)

- List only the two (2) duties of yours that were most important to your supervisor
- In these duties, show the volume/amount of work you had to complete by *quantifying* important information
- List your most positive result or outcome – quantify the important information and briefly state how you achieved this result

Extra – Curricular Activities(You may *list* most club affiliations, but provide details about *leadership positions*)

<u>Position/title</u>	Name of the Club/Organization	Location (City, ST)
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Dates (month, year) of participation

- List the duty from your position most important to your supervisor (student president or faculty/staff advisor)

Reference List(*Separate page* from resume)

Note: Be sure and get the permission of the people that you want on your list before listing them!!)

A. Need a total of *three* (name, job title, place of employment, mailing address, phone number, e-mail address)

B. Any combination of *professional* and *academic* personnel that totals 3. (*former teacher, club advisor or boss*)

Your Name

Home Street Address • City, State Zip • name@college.harvard.edu • phone number

Education

HARVARD UNIVERSITY

Degree, Concentration. GPA [Note: Optional]

Thesis [Note: Optional]

Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]

Cambridge, MA

Graduation Date

STUDY ABROAD [Note: If Applicable]

Study abroad coursework in _____.

City, Country

Month Year – Month Year

NAME OF HIGH SCHOOL

[Note: May include GPA, SAT scores, or academic honors an employer may want to know]

City, State

Graduation Date

Experience

ORGANIZATION

Position Title

City, State

Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than full sentence.

ORGANIZATION

Position Title

City, State

Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet or paragraph form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than full sentence.

Leadership and Activities

ORGANIZATION

Role

City, State

Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation

Eli Whitney Student

Street Address
City, State, Zip

Eli.Whitney@yale.edu
(xxx) xxx-xxxx

EDUCATION

Yale University, New Haven, CT B.A. Economics, Politics, and Ethics; May 20xx

University of the District of Columbia, Washington, D.C. A.A. Liberal Arts Studies, May, 20xx

PROFESSIONAL EXPERIENCE

Office of the President, National Economic Council, *Senior Policy Advisor*, Washington, D.C., Jun. 20xx – Jan. 20xx

- Contributed to the design and implementation of the Administration's mortgage modification, foreclosure prevention, and housing stability programs.
- Coordinated policy development for single family, multifamily, and affordable housing issues.
- Analyzed policy options, contributed to policy and strategy memos, drafted communications documents, and supported the coordination of interagency policy development and implementation for the XXX Act.
- Managed six-month interagency research group examining long-run structural unemployment problems.
- Coordinated the development and drafting of the Administration's innovation and manufacturing studies.
- Contributed to other projects, including near-term job creation and advanced vehicle technologies.

The Brookings Institution, The XXX Project, *Research Analyst*, Washington, D.C., Feb. 20xx – Sep. 20xx

- Led research for publication focusing on energy, climate, and transportation issues.
- Provided research, writing, and editing assistance to The Hamilton Project scholars and external authors who wrote about policies to promote shared prosperity.
- Conducted research on housing and financial markets, infrastructure, fiscal stimulus, health care, poverty, work training, and retirement security.

Independent Consultant, Energy and Climate Issues, Mar., 20xx – Apr. 20xx

- Developed holistic analysis based on research of energy and climate issues in public and private sector.
 - Sample projects: Co-authored a report on climate and energy risk in the auto sector, drafted a speech for the National Association for Business Economics Policy Conference, provided research and outlines to a professor developing curriculum for a Harvard Law School class on climate change and the law.
 - Clients included X, LLC and Y Inc.

The United Nations Foundation, *Policy Intern*, Energy Future Coalition, Washington, D.C., Summer 20xx

- Analyzed the economic impacts of clean energy policies.

Economic Strategy Institute, *Research Intern*, Washington, D.C., Summer 20xx

- Examined the cause and long-term implications of the U.S. current account deficit.

YALE LEADERSHIP ACTIVITIES

Eli Whitney Student Organization, *Treasurer*, Sep. 20xx – present

- Manage organization funds, coordinate events and advocate for non-traditional students at Yale.

The Politic, Yale College's Journal of Politics, *Managing Editor*, Aug. 20xx – Aug. 20xx

- Edited content, recruited and directed staff

SKILLS

Computer: STATA, SAS, Microsoft Office Suite

Languages: Fluent in French and Spanish

SAMPLE RESUME

Jacob A. McLean

1921 Rainy Day Drive • Cambridge, MA 02140
jacob.mclean@post.harvard.edu • (617) 555-3456

Education

HARVARD UNIVERSITY Extension School

Master of Liberal Arts, Information Management Systems

May 2015

- Dean's List Academic Achievement Award recipient
- Relevant coursework: Trends in Enterprise Information Systems, Principles of Finance, Data mining and Forecast Management, Resource Planning and Allocation Management, Simulation for Managerial Decision Making

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Bachelor of Arts in Computer Science with Mathematics minor

May 2008

Professional Experience

STATE STREET CORPORATION

Principal – Simulated Technology

Boston, MA

December 2011 – July 2013

- Led 8 cross functional, geographically dispersed teams to support quality for the reporting system
- Improved process efficiency 75% by standardizing end to end project management workflow
- Reduced application testing time 30% by automating shorter testing phases for off cycle projects
- Conducted industry research on third-party testing tools and prepared recommendations for maximum return on investment

FIDELITY INVESTMENTS

Associate – Interactive Technology

Boston, MA

January 2009 – November 2011

- Initiated automated testing efforts that reduced post production defects by 40%
- Implemented initiatives to reduce overall project time frames by involving quality team members early in the Software Development Life Cycle iterations
- Developed a systematic approach to organize and document the requirements of the to-be-system
- Provided leadership to off-shore tech teams via training and analyzing business requirements

L.L. BEAN, INC.

IT Consultant

Freeport, ME

June 2008 – December 2009

- Collaborated closely with the business teams to streamline production release strategy plans
- Managed team of five test engineers to develop data driven framework that increased application testing depth and breadth by 150%
- Generated statistical analysis of quality and requirements traceability matrices to determine the linear relationship of development time frames to defect identification and subsequent resolution
- Led walkthroughs with project stakeholders to set expectations and milestones for the project team

Technical Expertise

MS Excel, PowerPoint, Relational Databases, Project Management, Quantitative Analysis, SQL, Java

Additional

Organized computer and English literacy workshops for underprivileged children in South Asia, 2013
Student Scholarship Recipient, National Conference on Race and Ethnicity, 2007-2008

SAMPLE RESUME

John Reynolds

17 Reed St. • Boston, MA 02118
jreynolds@post.harvard.edu • 617.555.6543

Education

HARVARD UNIVERSITY Extension School, Master of Liberal Arts, Biotechnology (May 2015)

- Relevant coursework: Business Analysis and Valuation, Entrepreneurial Leadership, Biostatistics, Clinical Trials and Regulatory Issues, Project Management
- Thesis: Assessing Acquisition Potential in the Medical Technology Market
- Faculty Aide Program: received a \$500 stipend for research investigating medical technology

UNIVERSITY OF FLORIDA, Bachelor of Science in Neurobiological Sciences (May 2008)

- Florida Bright Futures Award recipient: Full academic scholarship (2003-2008)
- Interdisciplinary Studies scholar with a concentration in Behavioral Neuroscience (Senior Thesis on abnormal repetitive behaviors in mice)
- Graduated from Honors Program

Professional Experience

BRIGHAM AND WOMEN'S HOSPITAL - Boston, MA (December 2009 - May 2015)

Senior Research Assistant

- Create and maintain computer databases for statistical analyses
- Prepare presentations, manuscripts, abstracts, and book chapters for publication
- Perform technical duties for clinical studies in the field of sleep medicine and cardiovascular health
- Redesigned and updated the Medical Chronobiology Program Web site

HARVARD UNIVERSITY - Cambridge, MA (January 2011 – May 2011; January 2012 – May 2012)

Teaching Fellow for the course, BIOS E-210, "The Physiology of Sleep"

- Prepared syllabus and created course materials
- Designed course Web site, led discussion sections, maintained correspondence with graduate students
- Organized guest lectures featuring several prominent researchers in the field of sleep medicine

WGBH EDUCATIONAL FOUNDATION - Boston, MA (August 2011 – January 2012)

Project Consultant for the HMS Sleep and Health Education Web site

- Conducted literature reviews and produced original multimedia content based on current research
- Reviewed site content to determine scientific accuracy

HARVARD MEDICAL SCHOOL - Boston, MA (March 2011 – January 2012)

Assistant Editor for the HMS Sleep and Health Education Web site

- Developed and revised scope and architecture of the site

Publications

Sleep Research Society: Lee, S. & Smith, W. (Co-developers: Lee, S. & Reynolds, J.) (2014). Fundamentals of the circadian system. In C. Amlaner, & O. Buxton, (Eds.), *SRS Basics of Sleep Guide*

Abstract: Neil, L., Jones, R., Lopez, A., Reynolds, J. (2014) Lack of Endogenous Circadian Rhythm of Platelet Aggregability. *SLEEP 2014 (Conference)*

Community Service

Big Brothers Big Sisters of Massachusetts Bay: Serve in both the school-based and community-based mentoring program in Dorchester, MA

