

# Anatomy of a Resume

Hiatt Career Center | brandeis.edu/hiatt

## [Science & Research Sample] FIRST AND LAST NAME

Street Address, City, State & Zip Code | Email address | Cell phone number

### EDUCATION

**Brandeis University**, Waltham, MA  
B.S. in Biology and Chemistry Expected May 20xx

GPA: 3.34 (optional)

*Relevant Coursework:* Biochemistry, Organic Chemistry and Lab, Inorganic Chemistry and Lab,  
Genetics and Molecular Biology and Lab, Cells and Organisms and LabARDS

**IES Abroad**, Granada, Spain Sep 20xx - Jun 20xx

Study Abroad at the University of Granada

*Courses:* Spain and the European Union, Advanced Spanish Language, Beginning Arabic

### LABORATORY TECHNIQUES

- Bacterial transformation, site-directed mutagenesis, PCR, gel electrophoresis
- Preparation, synthesis, and purification of organic compounds
- Molecular analysis using chromatography, UV, and mass spectroscopy

### PUBLICATIONS & PRESENTATIONS

Goodman, T., Ph.D.; **Smith, J.** "Vitamin Deficiency in Mice." *Science Journal*. 51:123-140. 2015.

**Smith, J.** "Factors contributing to manual dexterity," poster presentation, Summer Science Research Program, Brandeis University, Waltham, MA, Aug 20xx

### EXPERIENCE

**Rodal Laboratory, Brandeis University**, Waltham, MA May - Jul 20xx

*Undergraduate Research Intern*, Laboratory of Avi Rodal, PhD, Principle Investigator

- Participated in highly competitive national Research Experience for Undergraduates Program (REU) sponsored by Brandeis Division of Science and Materials Research Science and Engineering Center
- Conducted xyz focused research with a team under the supervision of graduate students and PI to determine the x of y *question/problem/situation*
- Discussed and displayed research on *subject* during day-long poster presentation for Brandeis
- Mentored 3 students at Waltham High School to engage young students' interest in science
- Attended 2 Undergraduate Symposiums on careers in science and the path to graduate school

**Admissions Office, Brandeis University**, Waltham, MA Sep 20xx - May 20xx

*Student Worker*

- Assisted admissions staff in data management, maintaining Access and Excel databases of prospective applicants
- Prepared data tables and figures on applicants collaborating with supervisors to communicate out data for the university

**Massachusetts General Hospital**, Boston, MA Jun - Aug 20xx

*Admissions Desk Assistant Volunteer*

- Checked in over 500 individuals entering large metropolitan hospital, updating paper and electronic medical records
- Ensured accurate, personalized customer service for patients and families, 40 hours per week

### BRANDEIS UNIVERSITY CAMPUS LEADERSHIP

**Women's Club Soccer**, Co-captain Sep 20xx - Present

### HEADER

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### EDUCATION

Once you're in college we generally stop including high school in the education section, but all schools or programs are listed as most recent first.

*Coursework:* select only classes that are substantive and relevant to your audience.

### SKILLS/CERTIFICATIONS/LANGUAGES

Skills, certification, or language sections can go before experience or at the end of resume. Avoid generic qualities "good with people," "hard working," or "excellent communication skills" in the skills section, incorporate these skills in the descriptions of your experiences. Additional skills may include: computer skills (software programming languages) and language skills.

Class Projects, Publications, Presentations, Posters, or a Senior Thesis can be placed strategically for most impact.

### EXPERIENCE

Tailor your experience section for each position, including what is most relevant and related. Divided into segments: Research, Leadership, Business, or Relevant Experience.

Each job needs a description.

- Use bullets to describe responsibilities, tasks, and accomplishments for each position
- Begin each bullet with a descriptive, action verb and avoid "Duties included" or "Responsible for" and "Worked"
- Use past-tense action verbs for previous experiences and present tense action verbs for current experiences
- Tell a story. Consider **What** you did (an overview of your role), **How** you did your work (what tasks were you responsible for) and **Why** (what was the result or outcome of your work)
- Use numbers to quantify your experience and help the reader understand your role
- Consider the order of importance when listing out bullet points

### ACTIVITIES

This might include: Leadership/Volunteer/Class Projects/Activities. These optional categories help demonstrate additional skills, if they are relevant and related to the positions you are applying for, they may be included in a Relevant Experience section.

### FORMAT

Spacing and layout of information should be consistent including: tabs, bolded, italics, bullets, indenting, punctuation, dashes, capitalization and state names (e.g. MA, NY, CA). One professional font throughout, such as Arial, Calibri, Garamond, Helvetica, Times, Verdana in 10 to 12-point font.

# Tailored Resume

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B.S. in **Biology and Chemistry**

GPA: 3.34

May 20xx

Relevant Coursework: **Biochemistry, Organic Chemistry and Lab, Inorganic Chemistry and Lab, Genetics and Molecular Biology and Lab, Cells and Organisms and LabARDS**

**IES Abroad**, Granada, Spain

Sep 20xx - Jun 20xx

Study Abroad at the University of Granada

### SKILLS

- **Database abstraction** and **research: PubMed, LexisNexis**
- Computer programs including: **MS word, PowerPoint and Excel**
- Preparation, synthesis, and purification of organic compounds

### PUBLICATIONS & PRESENTATIONS

Goodman, T., Ph.D.; **Smith, J.** "Vitamin Deficiency in Mice." Science Journal. 51:123-140. 2015.

**Smith, J.** "Factors contributing to manual dexterity," poster presentation, Summer Science Research Program, Brandeis University, Waltham, MA, Aug 20xx

### EXPERIENCE

**Laboratory NAME, Brandeis University**, Waltham, MA

May 20xx - Jul 20xx

*Undergraduate Research Intern*

- Participate in highly competitive national *Research Experience for Undergraduates Program (REU)* sponsored by Brandeis Division of Science and Materials Research Science and Engineering Center
- **Conducted clinical research** with a team under the supervision of the PI to determine suitability and **effectiveness** of new diabetes treatments
- **Performed literature reviews independently** for previous **clinical trial research** evaluating **criteria** including **study design** and **methodology** for **inclusion** in final reporting
- **Prepared** drafts of **findings, creating chart and posters** to **communicate** results with the PI

**Admissions Office, Brandeis University**, Waltham, MA

Sep 20xx - May 20xx

*Student Worker*

- **Assisted** admissions staff in **data management**, maintaining Access and **Excel** databases of prospective applicants
- **Prepared data tables and figures** on applicants **collaborating** with supervisors to **communicate** out data for the university

**Massachusetts General Hospital**, Boston, MA

Jun - Aug 20xx

*Admissions Desk Assistant Volunteer*

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### BRANDEIS UNIVERSITY CAMPUS LEADERSHIP

**Women's Club Soccer**, Co-captain

Sep 20xx - Aug 20xx

### Research Associate I - Meta Research at **Evidera**

Position Overview: Provide **scientific support** to projects and begin to **implement** some tasks without supervision.

#### Qualifications:

Basic understanding of **research methods** implementation

**Economics, biology, natural sciences, health sciences** or a related field

Focused on details with strong time management skills

Excellent **communication** skills including presentations

**MS Word, PowerPoint, Excel**

#### Essential Duties and Responsibilities:

Activities related to **evidence synthesis** and review

**Conduct literature searches** in scientific literature databases (i.e., **PubMed, EMBASE, Cochrane Library, etc.**) and **grey literature sources** (**conference proceedings, regulatory agencies**)

**Review** of **abstracts** and full-text articles against defined inclusion/exclusion criteria to assess their suitability for inclusion in the review

**Perform data abstraction** and **extraction** (**epidemiological** and **clinical data**)

**Assist** in the **preparation** of **data sets, tables and figures of analysis results**

**Draft** sections of **reports, protocols, statistical analysis plans**

**Industry Language**

**Action Verbs**

# Anatomy of a Resume

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## [Humanities & Non-Profit Sample] FIRST AND LAST NAME

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### EDUCATION

**Brandeis University**, Waltham, MA  
Bachelor of Arts, Majors in Anthropology & Psychology  
GPA: 3.00  
*Relevant Coursework:* Political Economy of the Third World, Race, Inequality, and Social Policy, Social Neuroscience and Culture, and Stress, Physiology, and Health

Expected May 20xx

### SENIOR THESIS

**Communities Working Together**, (in progress)  
Independent qualitative research study on the collaboration of five urban community groups in Boston to identify and advocate for affordable housing, healthcare, education and community policing for their neighborhood.

### SKILLS

**Languages:** Spanish (conversational)  
**Computer:** MS Office Suite, Adobe Creative Suite, web content management systems

### RELEVANT EXPERIENCE

**President** Sep 20xx - Present  
New England Food Pantry, Boston, MA

- Planned and implemented regional fund-raising events for 200 members, raised \$5,000+
- Oversaw team of 15 regional board members and chapter presidents working with community leaders to identify needs and support
- Represented New England region at national meetings and conventions

**Board Relations Intern** May - Jul 20xx  
Human Rights Campaign (HRC), Washington, DC

- Compiled and edited contributions for HRC's Annual Report on board members, volunteers, donors and staff work supporting LGBTQ equality
- Provided on-site assistance to Board Relations Coordinator during subcommittee meetings
- Managed official correspondence to and from Board of Directors and Board of Governors

**Research Assistant** Jun - Aug 20xx  
Anthropology Department Brandeis University, Waltham, MA

- Researched topics related to social policy and race to support a professors' research area
- Identified and coded themes in interview transcripts, compiling quotes for forthcoming book

### ADDITIONAL EXPERIENCE

**Sales Associate** October 20xx - Present  
Macy's, Boston, MA

- Assist customers in busy retail environment with product selection
- Maintained displays, organized merchandise on the sales floor, and operated point of sales machines

### LEADERSHIP

**Co-captain** Sep 20xx - Present  
Men's Baseball, Brandeis University, Waltham, MA

- Balanced a 18+ hour practice, training, competition, and travel schedule, at NCAA Division III level, in addition to academics
- Selected by teammates as squad leader for the 20xx season, assisting in training drills and motivating teammates

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