



### **What is a Resume?**

A resume is a summary of your experience and skills that are most pertinent. A resume is selective about what is highlighted about your background and experience depending upon the position being targeted. A resume is used for every other type of job outside of academia and research science and is typically one page; sometimes two pages with extensive experience.

### **Choose a Format**

There are several resume formats for presenting information. Select a format that best showcases your qualifications in relation to the job you seek.

*Chronological Resume:* Lists all experience in reverse chronological order. This type of resume highlights a progressive record and best suits job seekers who have moved forward along a particular career path.

*Modified Chronological Resume:* Often very effective for graduate students. This format groups experiences into categories based on their function (e.g. research experience, leadership, technical experience, writing and editing, marketing), and list them in reverse chronological order within each category.

*Functional Resume:* Actual job titles and dates of experience are simply listed at the top or bottom of the resume without accompanying descriptions. The bulk of the resume consists of grouped general descriptions of skills used in one or more of the experiences (e.g. project management, communication skills, leadership). This format is most useful for people changing careers and for those who have little work experience because it

emphasizes transferable skills and deemphasizes gaps in employment or lack of experience.

*Combination Resume:* Combines the advantages of the chronological and functional resumes by listing past experiences chronologically and categorizing the functional descriptions for each experience by skill sets. It can also help graduate students to showcase the relevance of the teaching and research experiences, and the transferable skills those tasks require.

### **What types of information does a Resume include?**

Resumes are individual documents whose goals and audiences vary widely. You should carefully create sections that best highlight your strengths and speak to your audience. Arrange these sections in order of importance to the reader.

*Contact Information:* Lists your name (prominently), physical address, telephone number, and email address at the top of your resume.

*Education:* This section usually appears toward the top of your resume. List each degree, institution name, city and state, and graduate date.

*Experience:* This section should occupy the greatest amount of space on your resume. Think in terms of experience, not employment or work history-include internships, volunteer work, leadership roles, and other unpaid positions if relevant. List your position, the organization, location, and date. Relevant accomplishments should be described in concise bullet points.

## Optional Sections

*Objective:* A targeted statement that explicitly and succinctly states the type of job you seek.

*Qualifications or Summary:* A statement of qualifications can be an effective way for graduate students to showcase the transferability or potential application of their skills to sectors outside of the academy. This section should be tailored to your target position.

*Honors and Awards:* You may want to include a few impressive honors and awards on your resume to show that you are a competitive, high achiever, but they usually do not merit a separate section. If the honor and awards are academic, you can list them in your *Education* section.

*Technical & Computer Skills:* Include a separate section for technical or computer skills if you are applying for a technical position.

*Language Skills:* You may include your knowledge of foreign languages on your resume, indicating your level of proficiency, especially if relevant to the job or work you seek.

*Special Activities (Labeled as "Leadership," "Community Service," etc.):* If you have engaged in particular activities that have meaning to your audience but that do not logically fit into your *Experience* section, you may create separate sections for them.

## Unnecessary Sections

*References:* Do not list references on your resume. If a job posting requires you to submit references, list them in a separate document with your name and "References" in the heading.

*Dissertation/Thesis & Publications:* Include dissertation/thesis information and scholarly publications, presentations, and posters ONLY if they are directly relevant to the job you seek.

*Immaterial Information:* Exclude immaterial information from your resume, such as outdated and irrelevant experiences, and unrelated hobbies and interests.

## Identify Transferable Skills

In order to make yourself marketable to employers outside of the academy, you will need to rethink your accomplishments and abilities from a different perspective.

The following are a few skills and qualities are valued by employers outside of the academy and held by graduate students.

- Self-motivated, initiating
- Dedication, stamina, discipline, focus
- Focused on defining problems and finding solutions, problem-solving
- Full engagement with projects from inception to completion
- Ability to reach and defend conclusions
- Power of persuasion
- Ability to deal with ambiguity and to think on your feet
- Analytical
- High performance under pressure
- Clear and concise writing, editing
- Learning and adapting quickly
- Ability to meet deadlines
- Strategic thinking
- Project management, organization skills
- Presentation/public speaking skills
- Ability to convey complex information to a variety of audience