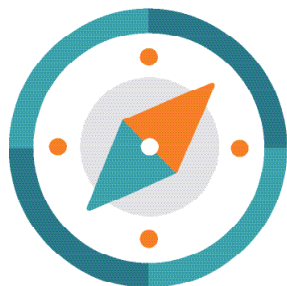


# Resume Guide



Center for  
**CAREER**  
Development

PRINCETON UNIVERSITY

# HOW TO USE THIS GUIDE

While there are some basic rules (spellcheck is a must!) and standard practices to resume writing, it is largely a personal undertaking. We encourage you to take a holistic approach to creating your resume, considering your unique set of experiences in relation to the types of roles to which you aspire. In other words, think of your resume as a marketing tool that demonstrates how a product (you) meets the needs of a potential customer (employer).

*This Resume Guide is designed for both the novice resume writer and the more seasoned candidate. Follow the basic principles, adding in advanced components when appropriate.*

If you are...	Start with the...	On Page...
New to resume writing	Introductory Resume Worksheet	3
Adding new items and trying to cut old ones	Advanced Resume Worksheet	4
Shifting career directions	Crafting Your Descriptions	5

## Basic Principles of Resume Writing

### 1 Your resume's job is to get you an interview.

- Look at job descriptions carefully. If certain keywords, skills, or traits keep popping up, check that they are reflected in your resume in your own words.
- Experience comes not only from internships and jobs but from campus activities, class projects and volunteer work as well. There is value – what employers call transferable skills – in all you do as a Princeton student.
- Readers only know what you tell them. Include concise yet detailed **Action-Oriented Accomplishment Statements** to pique a reader's interest.
- Demonstrate skills through your bullet points in addition to listing them in a "Skills" section.
- Think ahead to the interview. Make sure the content you'd talk about is well-represented in your resume.

### 3 Your resume should be easy to scan and digest in 15-30 seconds.

- Use bullet points instead of paragraphs. Avoid pronouns (I, we) and minimize the use of articles (a, an, the).
- Use CAPS, **bold fonts**, and line spacing to distinguish between sections.
- Set the margins between 0.75" and 1" (ideal) and no less than 0.5".
- Use consistent font styles and sizes (10-12pt) throughout the document.
- Save space by leaving off your mailing address. Your phone number and email suffice.
- List content in reverse chronological order in each section of your resume.

### 2 The document should be written with the reader in mind

- Consider the context for which you're using your resume and adjust content, headers and details to match the specific job/internship posting, scholarship application, career fair/ Meetup or other opportunity.
- Note differences in style, tone, keywords and content across industries and around the globe.
- Distinguish yourself from other Princeton students by detailing your individual role and unique impact, especially when several students may have the same experience (e.g., RCA, McGraw Center Tutor).
- Do not include personal information like age, Social Security number, marital status, religion or parents' occupations.
- Do you need a CV or resume? In the U.S., a CV is used primarily for admission to – or roles in – academia. It is a type of resume with an in-depth focus on research, presentations, academic awards, and/or publications.
- Typically resumes should be one page. However, for graduate school, fellowship, and non-corporate applications, it is acceptable to extend to two pages with a significant amount of aligned experience.

### 4 As long as you are aspiring to professional advancement, your resume is a work in progress.

- Know that resume writing can be complex and take several tries to master.
- Save PDF and .txt versions of your resume. Keep prior versions of your resume for reference.
- Do not fear changing directions. You can reposition any experience by focusing on **Transferable Skills**.
- Ask for feedback from a Peer Career Adviser or [schedule an appointment with a career adviser in Handshake](#).
- Typically resumes should be one page. However, for graduate school, fellowship, and non-corporate applications, it is acceptable to extend to two pages with a significant amount of aligned experience.

# ..... Introductory Resume Worksheet .....

This worksheet is meant as a guide – not a template – for new resume writers.  
Do not feel compelled to fill in every blank or section, just focus on those that reflect your experience.

**Firstname M. Lastname**

netID@princeton.edu | \_ \_ \_ - \_ \_ \_ - \_ \_ \_ \_

## **EDUCATION**

**Princeton University**, Princeton, NJ Expected Grad Month YYYY

A.B. (or B.S.E.) in Intended Concentration and Certificate

**Relevant Coursework:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Bridge Year**, Location Month YYYY - Month YYYY

Information if you attended a program or completed classes

**Prior College or High School**, Location Grad Month YYYY

**Relevant Coursework:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Awards:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## **EXPERIENCE**

*Title or Role*, **Organization**, Location Month YYYY - Present

- List the most recent/current experience first
- Consider formal and informal jobs, volunteer work and community activities
- Start bullet points with **action verbs**, providing context using quantitative and qualitative terms, and demonstrating the end result to show the value of your contributions
- Quantify bullet points with information like number of people involved or time spent on a project

*Title or Role*, **Organization**, Location Month YYYY - Month YYYY

- Use past tense **action verbs** for experiences that have ended
- Describe the scope/pace of the work and your level of responsibility
- Convey how you contributed, what you accomplished and the results of your efforts

## **ACTIVITIES**

*Title or Role*, **Organization**, Location Month YYYY - Present

- Can include athletic, academic, performance, professional or social activities
- Consider a separate "Leadership" section for roles with significant decision-making responsibility

## **SKILLS**

**Languages:** Multilingual abilities (Fluent in Spanish), separate from programming (Proficient in C++)

**Certifications:** Examples: CPR, Wildlife First Responder, Gold Award/Eagle Scout, technical training

**Technology:** Software applications, hardware, and other tools relevant to your field(s) of interest

**Additional Subcategories:** Examples: Social Media, Laboratory, Business and Innovation/Design

## **INTERESTS**

Anything from timpani to Tough Mudder, from modern art to mountain climbing! This is an opportunity to convey personality and perseverance, especially if these interests showcase skills and talents not otherwise evident on your resume.

**Ready to start writing? See page 5 for tips on Crafting Your Descriptions!**

# Advanced Resume Worksheet

This page is meant as a guide – not a formal template – for students with more experience. The order and content of the categories used should reflect your experience and target audience.

Firstname M. Lastname

netID@princeton.edu | \_ \_ \_ - \_ \_ \_ - \_ \_ \_ \_

## EDUCATION

Princeton University

Grad Month YYYY

A.B. (or B.S.E.) in Intended Concentration and Certificate

[Cumulative or Concentration] GPA: [If 3.0+]

Relevant Coursework: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Prior College, Study Abroad, Summer Coursework, Bridge Year, and/or High School

Month YYYY

Activities: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Awards: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## INDEPENDENT RESEARCH

Senior Thesis: Title, Adviser

Month YYYY - Month YYYY

- Place more or less emphasis on this section of resume depending on target audience
- Frame content around research questions, lit review, methodology and findings for research roles
- Focus on process of/context around conducting independent research if applying to non-research roles

Junior Independent Work: Title, Adviser

Month YYYY - Month YYYY

- Consider reader when choosing to include technical details, scientific terms or field-specific language

## EXPERIENCE

Title or Role, Organization, Location

Month YYYY - Present

- Can opt for specific header(s), like Healthcare Experience, Design Experience, Technical Experience
- List the most recent/current experience first
- Consider formal and informal jobs, volunteer work and community activities
- Start bullet points with **action verbs**, providing context using quantitative and qualitative terms, and demonstrating end result to show the value of your contributions

Title or Role, Organization, Location

Month YYYY – Present

- Use past tense action verbs for experiences that have ended
- Describe the scope/pace of the work and your level of responsibility
- Convey how you contributed, what you accomplished and the results of your efforts

## LEADERSHIP ROLES

Title or Role, Organization, Location

Month YYYY – Present

- Can include athletic, academic, performance, professional, or social activities
- Consider roles in which you held significant decision-making responsibility

Title or Role, Organization, Location

Month YYYY – Present

- Quantify bullet points with info like number of people involved or how much time spent on a project

## ACTIVITIES

- Princternship/shadowing, professional organizations or other activities aligned with career path
- Social clubs, sports teams, performance groups, etc., not listed in Leadership Roles section

## SKILLS

**Languages:** Multilingual abilities (e.g., Fluent in Spanish) or computer programming (e.g., Proficient in C++)

**Certifications:** Examples: CPR, Wildlife First Responder, Gold Award/Eagle Scout, technical training

**Technology:** Condense/expand list as needed based on your particular skills and field(s) of interest

**Additional Subcategories:** Examples: Social Media, Laboratory, Business and Innovation/Design

Ready to start writing? See page 5 for tips on Crafting Your Descriptions!

# CRAFTING YOUR DESCRIPTIONS

Adapted from South Dakota State University Office of Career Development; includes content from <http://artsbridge.com/how-can-a-theatre-major-prepare-you-for-success/>

Students often lament a perceived lack of experience, struggle to make connections between their experiences and what is required in a job description or worry about how experiences in one realm (e.g., independent research) translate into another (e.g., an industry internship). To allay those fears, use this three-step worksheet to **(1)** identify your transferable skills or the skills listed in a specific job description **(2)** note where those skills were learned/developed, and **(3)** turn these general concepts into **Action-Oriented Accomplishment Statements**.

## Step 1: Identify your transferable skills

Place a check mark next to each skill you possess. Think about all settings in which you may have used/developed each skill. Then, circle the ones you consider to be your top 10.

### Communication & Creativity

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present ideas
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions

### Leadership

- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals
- Eliciting input and providing feedback

### Teamwork

- Generating and initiating ideas
- Making decisions with others
- Respecting others
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environment
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

### Problem-Solving

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plans to implement solutions
- Establishing general principles
- Teaching/training others
- Solving problems/mediating
- Implementing sound decisions

### Research

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Development strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting findings
- Learning new tools/techniques

### General Work

- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure

## Step 2: Brainstorm examples of how you used each skill

Use **this template** to list your top 10 skills in the far-left column, then note the place(s) where you demonstrated each skill. Do not sweat the details here, you'll get to that in Step 3. Although the example below illustrates a skill in use across all three categories, some of your specific skills may have only be used on one or two.

<b>Transferable Skill</b>	<b>Employment &amp; Internship Experiences</b>	<b>Course Projects &amp; Research</b>	<b>Campus and Community Activities</b>
<i>Example:</i> Public speaking	End of summer presentation to department staff	Group presentation in class last semester	Submitted proposal for campus-wide event

## Step 3: Bring it all together with an accomplishment statement

Turn these general concepts into bullet points on your resume. You can **ACE** this part of resume-writing by starting with an **Action Verb** to show you did something, providing the **Context** for that action using quantitative and qualitative terms and then demonstrating the **End Result** of your actions to show the value of your contributions.

<b>Action Verb</b>	<b>Context</b>	<b>End Result</b>
<i>Example:</i> Pitched	idea for a "Princeton Popcorn" night to the Undergraduate Student Government	and ultimately created an event which attracted 300+ attendees to a 2-day student-run film festival.

# ACTION-ORIENTED ACCOMPLISHMENT STATEMENTS

Showcasing what you've done and why it mattered is the best way to ACE resume writing! Start with an **Action Verb** to show you did something. Then provide the **Context** for that action using quantitative and qualitative terms. Lastly, demonstrate the **End Result** of your actions to show the value of your contributions!

## Sample Accomplishment Statements

- Allocated \$1,500 budget to promote annual National Coming Out Day rally, increasing participation 25% over previous year.
- Coordinated three fundraising events for local shelters, raising \$8,000 and greatly improving community awareness.
- Collaborated with a partner to formalize a 400-page training curriculum, creating a structure that made the progression of material clear and logical.

### Action Verbs

#### Management & Leadership

administered  
appointed  
approved  
assigned  
attained  
authorized  
chaired  
consolidated  
controlled  
coordinated  
decided  
delegated  
directed  
eliminated  
emphasized  
enforced  
enhanced  
executed  
handled  
headed  
hired  
hosted  
increased  
instituted  
led  
managed  
merged  
overhauled  
oversaw  
planned  
prioritized  
produced  
recommended  
streamlined  
strengthened  
supervised

#### Communication

addressed  
advertised  
articulated  
authored  
clarified  
communicated  
composed  
condensed  
conferred  
consulted  
contacted  
conveyed  
convinced

corresponded  
defined  
described  
discussed  
drafted  
edited  
elicited  
enlisted  
expressed  
influenced  
informed  
instructed  
interacted  
interviewed  
joined  
judged  
listened  
mediated  
moderated  
motivated  
negotiated  
observed  
outlined  
persuaded  
presented  
promoted  
proposed  
publicized  
recruited  
reinforced  
reported  
responded  
solicited  
specified  
suggested  
synthesized  
translated  
wrote

#### Research

analyzed  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated

gathered  
identified  
inspected  
interpreted  
investigated  
located  
measured  
researched  
searched  
summarized  
surveyed  
tested

#### Technical

adapted  
assembled  
built  
constructed  
converted  
debugged  
engineered  
fabricated  
installed  
maintained  
operated  
programmed  
rectified  
regulated  
remodeled  
repaired  
replaced  
solved  
specialized  
studied  
upgraded

#### Financial/Data

adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
estimated  
forecasted  
marketed  
projected  
reconciled  
retrieved

#### Helping

advised  
advocated  
answered  
cared for  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
educated  
enabled  
encouraged  
ensured  
expedited  
explained  
facilitated  
familiarize  
furthered  
guided  
intervened  
motivated  
provided  
referred  
rehabilitated  
simplified  
supplied  
supported  
taught  
trained  
tutored  
volunteered

#### Organization/ Detail

arranged  
cataloged  
categorized  
charted  
classified  
coded  
collected  
compiled  
distributed  
generated  
implemented  
incorporated  
logged  
monitored  
obtained  
ordered  
organized  
prepared

processed  
purchased  
recorded  
registered  
reserved  
reviewed  
routed  
scheduled  
submitted  
standardized  
systematized  
updated  
validated  
verified

#### Creative

acted  
combined  
conceptualized  
created  
customized  
designed  
developed  
displayed  
drew  
entertained  
established  
fashioned  
founded  
illustrated  
initiated  
integrated  
introduced  
invented  
modeled  
modified  
originated  
performed  
photographed  
revised  
revitalized  
shaped

#### Accomplishments

achieved  
completed  
expanded  
exceeded  
improved  
pioneered  
reduced  
resolved  
restored  
transformed

# SAMPLE RESUMES

## Early College Resume

Tori Tiger  
123.456.5432 / tori.tiger@princeton.edu

### EDUCATION

---

**Princeton University, Princeton NJ** Expected May 2024  
A.B. Candidate; Intended concentration: Sociology  
Relevant Coursework: Inequality, Mobility, and the American Dream; Sociology of Sports; American Society and Politics; Self and Society

**Big Public High School, Dallas, TX** June 2020  
Honors: National AP Scholar, Class Treasurer GPA: 3.45

### WORK EXPERIENCE

---

**Firestone Library, Princeton University – Student Assistant** September 2020-Present

- Build relationships with students and other patrons at busy Circulation desk
- Redesigned website using Dreamweaver, increasing visits to page by 15% over 3 months

**The Clothing Company, Fort Worth, TX – Retail Associate** May 2019-August 2020  
Recommended products to customers, generating an average of \$1,200 in sales

- Recognized by management for creating attractive displays that draw attention to new products
- Trained 5 new employees on effective sales techniques and mastering product knowledge during fast-paced summer and holiday hours

### LEADERSHIP AND SERVICE

---

**Princeton University Orchestra – Clarinet** September 2020-Present

- Rehearse 10 hours per week and perform at 3 recitals each year
- Collaborate with music historian to suggest pieces for future concerts

**Local Community Newspaper – Contributor** August 2018-June 2020

- Interviewed 100+ students to capture balanced and fair stories across 5 public schools
- Submitted monthly articles highlighting local students' academic, athletic, and artistic achievements

**Girl Scouts of the USA – Gold Award** October 2019

- Hosted a "College & Career Night" for 200 students from 3 area underserved communities
- Recruited 20 professionals and marketed event to hundreds of middle and high school students

### SKILLS

---

- **Language:** French (4 years) and Spanish (6 years)
- **Office Applications:** Word (Advanced), Excel (Proficient), PowerPoint (Intermediate)
- **Graphic Design:** Dreamweaver (Advanced), Photoshop (Novice)



# Mid-College Resume

**Teo Tiger**

(210) 987-6543 | t2@princeton.edu

## EDUCATION

*Princeton University | Princeton, NJ* September 2019-May 2023  
A.B. in Politics; Intended Certificates in Spanish & Latin (GPA 3.75)  
Relevant Coursework: Campaigns & Elections, American Politics, Microeconomics

*Local Community College | Upstate, NY* September 2018-May 2019  
Introductory Coursework in Statistics, Literature, and Computer Science (GPA 3.92)

## SKILLS

Crisis Management	Political Analysis	Speechwriting	Campaign Relations
Publicity	Opinion Polling	Fundraising	Teambuilding

## EXPERIENCE

### RESEARCH INTERN, OFFICE OF POLITICAL STRATEGY & OUTREACH

*The White House | Washington, D.C.* Summer 2019

- Curated hundreds of news clippings from major media outlets to compile global view of U.S. politics.
- Reviewed and summarized analysis of foreign government policies and practices for OPSO Director.
- Conducted 5 White House tours daily, averaging 25 American and international visitors per tour.

### CAMPAIGN MANAGER

*LCC Undergraduate Student Government | Princeton, NJ* 2017-2018

- Directed winning campaign for student body president who received 73% of the votes.
- Managed all aspects of campaign including volunteer recruitment, budgeting, and expense monitoring.
- Raised \$5,000 in campaign funds (86% more than competition), by planning events, contacting donors and taking donations.
- Coordinated voter outreach program, including email, social media and traditional mailers. Increased participation by 13% from the previous year's election.

## ATHLETIC ACHIEVEMENTS

### ROWER

*Men's Lightweight Varsity Crew Team | Princeton University* 2019-Present

- Commit 20+ hours weekly to practices and competition year-round.
- 2nd Place, 2V Boat, Ivy League Champions 2018.

### CAPTAIN (2016-2017)

*Local High School Varsity Crew Team | Mytown, NY* 2013-2017

- Honored as 3-time state rowing champion, Varsity 8 boat, 2013-2015.

## MILITARY SERVICE

### CADET

*U.S. Army ROTC | Princeton University* 2019-Present

- Join 100+ cadets weekly in intensive physical and tactical training.
- Prepare to qualify for 2019 Cadet Troop Leader Training.

## Industry-Focused Resume

# Tammy Tiger

Phone: 609-609-6096

[www.linkedin.com/in/tammytiger](http://www.linkedin.com/in/tammytiger)

[tammyti@princeton.edu](mailto:tammyti@princeton.edu)

<b>EDUCATION</b>	<b>Princeton University, Princeton, NJ</b> 06/2021 BSE, Mechanical and Aerospace Engineering; Certificate in Engineering and Management Systems <b>Cumulative GPA: 3.30 Departmental GPA: 3.65</b> <ul style="list-style-type: none"><li>• Self-financed 100% of college education</li></ul>
<b>SKILLS</b>	<b>Technology:</b> Proficient in Java, Python, MATLAB, Mathematica, SolidWorks, and AutoCAD <b>Languages:</b> Swedish (Native); German (Fluent); Hebrew (Conversational)
<b>ACADEMIC PROJECTS</b>	<b>AutoCAD 2020 Essentials</b> 05/2020 - 08/2020 Self-Study, LinkedIn Learning <ul style="list-style-type: none"><li>• Enrolled in 10-session virtual course to learn new design techniques.</li><li>• Completed weekly assignments and drafted prototype ergonomic office chair.</li></ul> <b>World Geography Card Game</b> 09/2018 – 01/2019 Team Member <ul style="list-style-type: none"><li>• Collaborated with 3 classmates in creating tool to engage middle-schoolers.</li><li>• Pilot-tested game with 100 local students and presented final product at campus-wide expo.</li></ul>
<b>ENGINEERING EXPERIENCE</b>	<b>Process Improvement Intern</b> 06/2019 - 08/2019 Manufacturing Corp., Miami, FL <ul style="list-style-type: none"><li>• Designed mechanical products and systems by developing and testing specifications and methods.</li><li>• Evaluated product ideas, models, and requirements and provided suggestions for improvement.</li><li>• Collaborated in cross-functional project team of mechanical, electrical, and system engineers.</li><li>• Developed an understanding of the life cycle of product design.</li></ul> <b>Team Leader</b> 06/2017 - 09/2017 Engineers Without Borders, Chimbote, Peru <ul style="list-style-type: none"><li>• Led 5 students in developing an infrastructure plan to improve water quality in a coastal village.</li><li>• Researched technologies and local resources and design infrastructure for water lines.</li><li>• Conducted fundraising efforts and successfully covered team's expenses.</li></ul> <b>Research Assistant</b> 09/16 - 01/2017 Mechanical & Aerospace Engineering Department, Princeton University <ul style="list-style-type: none"><li>• Performed computational fluid dynamics to assist Ph.D. candidate with dissertation.</li><li>• Conducted design validation testing of prototypes and presented findings at regional conference.</li></ul>
<b>CAMPUS ACTIVITIES</b>	<b>Vice President</b> , Princeton Autonomous Vehicle Engineering Team (PAVE) <b>Trip Leader</b> , Princeton Outdoor Action Wilderness Trek Leader <b>Choreographer</b> , Princeton Bhangra <b>Staff Writer</b> , Daily Princetonian

## Tyler Tiger

[www.myportfolio.com/tyler](http://www.myportfolio.com/tyler)

ty-ti@princeton.edu, 896-118-1746

### EDUCATION

#### Princeton University, Princeton, NJ

June 2021

A.B. in Molecular Biology, Certificate in Neuroscience

**GPA:** 3.89

**Select Coursework:** Genetics, Biochemistry, Biological Dynamics, Biostatistics, Microbiology, Genome Integrity and Human Disease

### RESEARCH AND LAB EXPERIENCE

#### "Revising Phylogenetic Reassignment of *O. trifallax*"

Summer 2019

- Engaged in independent research to revise the phylogeny of *O. trifallax* using several conserved gene sequences
- Compiled study procedures and findings in an extensive written paper with intent to submit for journal publication
- Supported doctoral candidate by compiling sources for their literature review

#### Research Assistant, Sussex Lab, Windsor University, England

Spring 2018

- Reported directly to Principal Investigator and lab manager
- Performed purification of protein using gel electrophoresis
- Conducted analytic experiment on gene expression to determine factor levels

#### Lab Technician, Biology Department, West Coast University, CA

Fall 2017

- Analyzed and recorded test data using charts, graphs and narratives
- Collaborated with 3 other lab techs to detect abnormalities in cell lines
- Set up, adjusted, maintained and cleaned laboratory equipment daily

### PRESENTATIONS

#### Virtual Workshop, Community Engagement Program

Spring 2020

Science Experiments Using Common Household Products

- Crafted and presented sessions on Zoom for children in grades K-2 whose studies were impacted by COVID-19

#### Princeton Research Day, Princeton University

Spring 2019

Poster, "Revising the Phylogenetic Reassignment of *Oxytricha trifallax*"

- Shared findings during poster session attended by 200+ students and faculty
- Earned Silver Medal for effectively communicating research to a non-specialist audience

**PRESENTATIONS, cont.****Statewide Secondary Education Science Symposium**

Summer 2016

Presenter, "Healing Garden: Medicinal Plants Native to North Jersey"

- Selected from field of 100 applicants to represent school at statewide event
- Created PowerPoint and written report to share findings with other students

**HONORS****BioTech Aspiring Scientist Award**

Fall 2019

- Awarded to juniors from populations underrepresented in science

**Biology Society Scholarship**

Spring 2019

- For high academic achievement in the biological sciences

**S. Gerald Cowan Economics of Science Award**

Fall 2018

- Wrote paper, The Cost of Care: Medical systems around the globe

**QuestBridge Scholar**

Spring 2017

- Mentorship program for talented, determined, and self-motivated youth from low-income backgrounds

**Technology and Science Charter School High Honors**

2014-2017

- Scored in Top 5% of AP Biology test takers

**SKILLS****Laboratory:** cell proliferation assays, tissue cultures, lymphocyte isolation**Data Analytics:** C, Java, R, LaTeX, Excel**Bilingual:** English and Spanish**INTERESTS**

Historical Fiction, World Travel, Independent Films, South American Cuisine

# HELPFUL HEADERS

If you are in the early stages of resume writing, stick with standard headers like Education, Experience, and Activities. As your skillset grows and experience deepens, consider broadening and reframing the headers to draw the reader's attention to key sections of your resume.

## EDUCATION

- Academic Background
- Educational Background
- Education and Training
- Related Coursework
- Select Coursework
- Senior Thesis
- Study Abroad

## EXPERIENCE

- Academic Projects
- Corporate Experience
- Course Projects
- Global Experience
- Independent Research
- Industry Experience
- Internship Experience
- Military Background
- Professional Experience
- Related Experience
- Related Projects
- Work Experience

## ACTIVITIES

- Affiliations
- Associations
- Athletic Achievements
- Civic Activities
- Community Involvement
- Extracurricular Activities
- Leadership Experience
- Professional Activities
- Professional Associations
- Professional Development
- Professional Memberships
- Volunteer Work/Volunteerism

## HONORS

- Academic Honors
- Accolades
- Achievements
- Awards
- Commendations
- Distinctions
- Fellowships
- Scholarships

## SPECIAL SKILLS/TRAINING

- Certifications
- Language Competencies
- Licenses
- Professional Certifications
- Software/Hardware
- Special Training
- Technical Skills

## PUBLICATIONS

- Conference Presentations
- Current Research Interests
- Exhibits
- Papers
- Presentations
- Professional Presentations
- Research Projects
- Senior Thesis

## ADDITIONAL SECTIONS

- Interests
- Portfolio
- Relocation