

# Resume Lab

University Career Services  
November 2, 2010

# Basic Resume

1. Contact information
2. Education/Honors
3. Skills
4. Experience
5. Interests

# Contact Information

- Name
- Local Address
- Phone
- Email address

**Formats:**

**as in the address on an  
envelope...**

**Alba Nero**

**27 Smith Place**

**Boston, MA 02117**

**617-543-2334**

**[A.nero@gmail.com](mailto:A.nero@gmail.com)**

# Or streaming.....

Alba Nero

27 Smith Place, Boston, MA 02117 617-543-2334 [A.nero@gmail.com](mailto:A.nero@gmail.com)

Or

Alba Nero

27 Smith Place, Boston, MA 02117 617-543-2334 [A.nero@gmail.com](mailto:A.nero@gmail.com)

# Education/Honors

- University name & location
- Major and Degree
- GPA (>3.0)
- Honors/Awards (Dean's List, Honor Societies)
- Relevant Coursework
  - Current degree comes first

# Formats:

**Northeastern University**, Boston, MA  
Master of Science in Leadership, May 2011  
Dean's List, **GPA: 3.4**

Or...

<b>Northeastern University</b>	Boston, MA
Master of Science in Leadership	May 2011

**OR**

<b>Northeastern University</b>	Boston, MA
Master of Science in Leadership	May 2011

# Skills

- Computer Skills
- Foreign Language/s
- Laboratory Skills
- Other skills specific to your field, if not otherwise presented

## Formats: usually a simple list

- **Technical Skills:** Microsoft Office 2007, Adobe Illustrator, MatLab, MiniTab
- **Languages:** Mandarin (fluent *or* native language), English

# Experience: what to include

- Co-op/Internships
- Summer or Other Jobs
- Work-Study
- Relevant Class Projects
- Volunteer Activities

# Experience

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- Company name & location
- Job title
- Dates of employment
- What you did on the job
- Results & accomplishments

# Format for experience

## **Children's Preschool Center, Boston, MA**

Development Intern, June-August 2009

- Updated Excel database for annual mailing
- Helped generate stories about children for appeal letter
- Edited copy
- Interacted with board members to promote giving

# Another

## Experience

**Genzyme Corporation**, Cambridge, MA

Co-op, *Drug and Biomaterials R&D Group*

January -June 2006

- Mechanically evaluated collagen membranes seeded with chondrocyte cells for use in cartilage repair.
- Developed novel formulations of fibrin based matrices for tissue engineering.
- Evaluated external biomaterial-based technologies for cartilage repair.
- Provided support for pre-clinical animal studies assessing anti-adhesion products in a rabbit side wall model.
- Assisted in the preparation of fibrin based material for rodent cell recruitment studies.

# How to choose content ?

- Read job descriptions in your field
- Review your experience and skills
- Find skills and experiences you have **that your proposed employers want**
- Is there a match?
- If not, keep looking until you find better match
- Create bullets based on relevance to match

# Tips

- Use action verbs for emphasis (see list!)
- Use appropriate verb tenses
- Be consistent in formatting
- **Proofread** – use but don't rely on spellcheck
- Make white space: legible font size and margins
- Use only one page

## More Tips -

- You must tell the truth
- Use reverse chronology
- Read job or internship descriptions to develop a sense of what your desired employer is looking for!
- Remember, a resume is a marketing document designed to promote you and your skills. It's not a biography.

# Optional

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- Objective
- Activities
- Interests

# Objective

- Industry, position (availability)

Example:

A co-op (internship) in non-profit management, beginning January 2011

# Activities

- Membership/Participation
- Leadership

Example:

Student Leadership Society, 2009,  
Chapter President

# Interests

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- Hobbies/subjects you enjoy

Example:

Table tennis, chess, travel writing

## Need more help?

- Walk-ins daily 2-4 pm - brief resume reviews
- Individual appointments (use myNEU, Career Services tab)
- Online resume handout:  
([www.northeastern.edu/careerservices](http://www.northeastern.edu/careerservices) in Career and Job Search Guides)

**University Career Services**

**Stearns first floor**