

Resumes +

University Career Services

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

Or streaming.....

Alba Nero

27 Smith Place, Boston, MA 02117 617-543-2334 A.nero@gmail.com

Or

Alba Nero

27 Smith Place, Boston, MA 02117 617-543-2334 A.nero@gmail.com

Education/Honors

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

Format

Education

Northeastern University, Boston, MA

Bachelor of Science in Chemical Engineering, anticipated May 2012

Minor in BioChemical Engineering

GPA: 3.74

Honors: Dean of Engineering Scholar, Honors Program Member, National

Activities: American Institute of Chemical Engineers (AIChE), 2003-Present,

Courses: Organic Chemistry 1 & 2, Physical Chemistry 2, Genetics, Biochemistry, Engineering Design, Programming, Advanced Technical Writing, and Telecommunications

Formats:

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

Or...

Northeastern University
Master of Science in Leadership

Boston, MA
May 2011

OR

Northeastern University
Master of Science in Leadership

Boston, MA
May 2011

Experience: what to include

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

Experience

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

Sample Experience

Genzyme Corporation, Cambridge, MA Co-op 1/ 2010-6/ 2010

Drug and Biomaterials R&D Group Part Time 7/2010- present

- 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.
- Performed degradation studies on Hyaluronan polymers using LS Detectors to analyze molecular weight.

Skills

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

Skills Format: usually a simple list

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

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 chronological order throughout
- Read job or internship descriptions to develop a sense of what your desired employer is looking for – **look for a good match!**
- Remember, a resume is a marketing document designed to promote you and your skills. It's not a biography.

Optional Sections

- Objective
- Activities
- Interests

Objective

- Position
- Industry
- Skills

Activities

- Membership/Participation
- Leadership

Interests

- Hobbies/subjects you enjoy
- Athletics

The Basics of American Job Search: Challenges for International Students

- The economy
- Some challenges always exist
- Some employers hire students on F-1's and some don't
- Visa status – can you explain yours?
- Work experience – get it if you possibly can

The basics: what are they?

- **Learn the relevant skills** - Read our [website](#) and all the handouts relevant to you – we will look at some
- **Prepare:** materials, research employers, learn interview skills
- **Position** yourself starting now!
 - Polish and practice your spoken English
 - Observe Americans interacting – learn nuances
 - Join student groups, professional associations, clubs

Matching skills and experience to the job

- Employers hire people for their skills
 - Read job descriptions carefully– make sure your resume reflects your skills accurately and that you clearly show you have what employers want
 - If the match between your skills and experience and what “they” want is not strong, do not apply for that job
 - Focus your energy on jobs where the match is good

Connecting with people

- This is called networking – being in touch with others
 - to increase your knowledge of your field, companies, types of jobs
 - to find out about opportunities
 - to get referrals, in some cases
- Who is in your network?
- How do you use and expand your network?
 - Resources: handouts on [Informational Interviewing](#), [Using LinkedIn](#), alumni of NU, LinkedIn Labs

Job Search Resources

- Career Services Resources
 - HuskyCareerLink – accounts coming soon!
 - On-Campus Recruiting –graduating students
 - Jobs database
 - Employer database
 - Upload resumes – publish
 - Review job descriptions – **look for visa requirements**
 - Interview Stream
 - Going Global
 - Career Fair – list of employers, tips on website
 - Career Services workshops - calendar

Other Resources

- www.simplyhired.com
 - For finding companies and jobs
- Industry specific job search sites
 - Jobsinthemoney.com
 - Dice.com
 - Idealist.com

Career Fair Basics

- October 7: Fall Career Fair; see website
 - Research carefully! See list of employers hiring F-1's
 - Read about companies
 - Read about positions they are hiring for
 - Plan what employers to visit
 - Observe first, if this is your first career fair
 - Expect to be invited to apply on the web
 - Plan your “elevator speech “
 - Attend a Career Fair and Job Search Preparation workshop – see calendar on web

Need more help?

- Walk-ins daily 2-4 pm - brief resume reviews
- Individual appointments (use myNEU, Career Services tab)
- Online resume handout:
(www.careerservices.neu.edu, in Student Tools, Handouts)

University Career Services

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