

First and Last Name
Address
Telephone Number | Email Address

SUMMARY

Your professional summary is a short (2-4 sentences or bullets) abstract of your qualifications as they relate to the job ad, demonstrating you are a fit for the job based on your experience, knowledge, and skills.

EXPERIENCE (Tailor sub-headings to job ad – e.g., “Leadership Experience,” “Research Experience,” etc.)

[Reverse chronological order]

Company/Institution Name, City, State

Month/Year-Month/Year

Job Title

- 3-5 bullet points describing your accomplishments, tailored to the job ad
- Focus on the results rather than just listing your responsibilities; quantify when possible.
- Highlight leadership roles and demonstrate how you’ve found solutions to challenges.
- Begin each bullet with an action word.

Previous Company/Institution, City, State

Month/Year-Month/Year

Job Title

- Keep position summaries short and to the point. Many hiring managers spend only 20-30 seconds scanning a resume – being clear and concise is ideal.
- Don’t try to include all of your job duties; only highlight the ones most relevant to the job you’re applying for and your most important accomplishments.
- As a general rule, the amount of information beneath each position should decrease as you move toward older positions.

Previous Company/Institution, City, State

Month/Year-Month/Year

Job Title

- Make sure to include any internships and unpaid/volunteer work.
- Do the work of translating how your academic experience has prepared you for a career outside academia: for example, highlight the leadership and mentorship experience you obtained through teaching; project management experience obtained in your research/lab work; and communication skills honed through collaborations with faculty, fellow graduate students, and staff, as well as through publications and conference/poster presentations.

SKILLS AND QUALIFICATIONS

- This section is optional for many industries, but essential in technology fields (if you’re applying for a job in the latter, your skills should appear near the top of your resume under a “Technical Skills” summary).
- Highlight skills most relevant to those listed in the job ad.
- If you include a skills section, consider also highlighting the most important skills in your descriptions under experience: demonstrate when you’ve used these skills to accomplish tasks.

PROFESSIONAL MEMBERSHIPS

- This, too, is optional, but can be used to highlight your commitment to your industry.

EDUCATION

University Name

Ph.D./M.S., degree focus

Year Received [or, “Expected 20xx”]

- Include any relevant certifications

University Name

B.S., degree focus

Year Received

- Optional: GPA (relevant to some industries)
- Include noteworthy academic honors and study abroad experience

Tips:

- Proofread carefully and repeatedly: your resume should be error-free.
- Limit your resume to 2 pages, and carefully prioritize – make sure your most relevant experience is on p. 1.
- Ask contacts – preferably those in your target industry – to provide feedback on your resume.