

Your Full Name

[City], [State]
[Your Phone] [Your E-Mail] {LinkedIn}

Professional Summary

In this section, introduce yourself in a brief and straightforward manner. Use positive words to describe yourself and your qualities. You can use what others have said about you, such as feedback from colleagues or mentors, as inspiration or guide. Include **your most notable/relevant** accomplishment related to the job you're applying for. Focus on experiences and skills that relate directly to the job **to demonstrate the value you can bring to the employer**. Keep it concise, using **no more than five sentences** for clarity.

Skills & Qualifications

Carefully read the job posting to find important skills and keywords, often repeated throughout. Are there any skills you're good at and genuinely enjoy represented in the job description? Are there any skills that might lead to burnout? How well does the job aligns with your Deal Maker and Deal Breaker criteria? Make a list of your skills that match the requirements of the job. You can use a column format for listing your skills.

Avoid listing skills or tasks on your resume that cause burnout. **Remember to customize this list for each job application to make sure it's a good fit.**

Work Experience

This is where you show **the value you have created**, where you illustrate your experience for the role in question. Make your accomplishment **relevant** to the role.

- There are two core objectives for the professional (work) experience section on your Resume:
 1. To give context to the roles you've had.
 2. To **highlight accomplishments & results**
- **The bullets should start with the main achievement or result.**
- When possible, include numbers (quantity) to quantify the impact.
- For unquantifiable bullets, position the impact front and center:
 1. For example: building a new process adopted by another lab, department, etc.
 2. Optimizing a process....
 3. Mentoring students or lab personnel...

Job Title

[Insert Dates]

University Name or Institution or Company

- Three bullet points of accomplishments that are relevant to the job. They should be action/result oriented.

Job Title

[Insert Dates]

University Name or Institution or Company

- Three bullet points of accomplishments that are relevant to the job. They should be action/result oriented.

Job Title

[Insert Dates]

University Name or Institution or Company

- Three bullet points of accomplishments that are relevant to the job. They should be action/result oriented.

Education

University Name | State or Country [Insert Dates]
Degree and field of degree.

University Name | State or Country [Insert Dates]
Degree and field of degree.

University Name | State or Country [Insert Dates]
Degree and field of degree.

Affiliations/Volunteer Work

Include a list of affiliations/memberships or volunteer work that is **relevant to the job you are applying to**.

Resume Writing Guide