

# SAMPLE RESUMES

## undergraduate

**Allen Lab**

502 Hunter Lane  
Silver Spring, MD 20904

402-555-1212  
alab@gmail.com

Position in biotechnology industry using knowledge of genetics, lab skills, and interpersonal skills

Bachelor of Science Cell Biology and Molecular Genetics  
University of Maryland, College Park, MD      Expected December 20XX.

Molecular Genetics Lab, Biochemistry I & II, Cell Biology Upper Level, Technical Writing

**RELATED COURSEWORK**

**RESEARCH EXPERIENCE**

*Student*  
**Molecular Genetics Lab**  
**University of Maryland, College Park, MD**      **September 20XX - December 20XX**

- Performed phenotypic screen for developmental and response mutants in *C. elegans* and *A. thaliana*
- Carried out PCR-based cloning of the human genome.
- Identified plant transformation with reporter gene constructs.
- Performed genotypic mapping of a phenotypic mutant using molecular markers to determine chromosomal location of a mutation.

*Intern*  
**Boice-Willis Clinic, Rocky Mount, NC**      **February 20XX - May 20XX**

- Established base knowledge in Cardiology, various diseases, and cardiac testing.
- Assisted physician in establishing database on patients undergoing heart surgeries.
- Compiled and wrote educational materials for the patients.
- Led a group of five students interviewing doctors from local hospitals.

*Intern*  
**Catholic University of America, Washington, DC**      **June 20XX - December 20XX**

- Worked with graduate students involving the fruit fly *Drosophila melanogaster*.
- Studied rules of genetic inheritance by establishing a database of drosophila genome.
- Involved in a seminar with other students on the topic of developmental biology.

*Staffer*  
**Adult Health and Developmental Program**  
**University of Maryland, College Park, MD**      **August 20XX - May 20XX**

- Apply gerontological health and well-being theory in one-to-one interaction with older institutionalized and non-institutionalized adults.
- Coach adults in different physical activities.
- Learn historical and cultural aspects of aging and implications for adults.

*Central Aisle Cashier*  
**Sears Inc., Silver Spring, MD**      **August 20XX - December 20XX**

- Extensive cash and register handling, provided customer satisfaction, maintained the aisles, opened Sears MasterCard and Charge Card instantly for the customers.
- Maintained excellent customer service and public relations.

*Volunteer*  
**DC Health Care Inc., Washington, DC**      **May 20XX - June 20XX**

- Talked with patients and clients, and prepared medical reports for each.

*Volunteer*  
**Catholic University of America, Washington, DC**      **February 20XX - May 20XX**

- Assisted the professor in preparing the laboratory for fall semester.
- Compiled literature and prepared text explained by lab coordinator for use during various activities of the department.

*Volunteer*  
**American Red Cross, Silver Spring, MD**      **February 20XX - May 20XX**

- Researched donor prospects for the Golf fundraiser and vehicle donation program.
- Assisted with public relations, press release distribution and log, administrative tasks and chapter moving day.

**ACTIVITIES**  
Charles Drew Pre-Medical Society, Indian Student Association, Hindu Student Council

**OLIVIA K. SMITH**

12345 South Avenue  
Philadelphia, PA 19131

215.222.3333  
oksmith125@umd.edu

Internship enhancing communication skills with interest in Public Relations.

Bachelor of Arts, Communication  
University of Maryland, College Park, MD  
Overall GPA: 3.57/4.0

**RELATED COURSEWORK**  
Media Literacy; Oral Communications; Introduction to Writing

**RELATED EXPERIENCE**  
**Program Registrar**  
Orientation Office  
University of Maryland, College Park, MD

- Register 500+ new students for orientation programs
- Disseminate current information about the campus and other resource information
- Assist in the daily operation of the Orientation Office

**Student**  
Oral Communication: Principles and Practice  
University of Maryland, College Park, MD      September 20XX - December 20XX

- Participated in group presentation on Entertainment Public Relations (PR)
- Conducted information interview with PR Manager for Washington Ballet
- Presented 20-minute PowerPoint on subject

**Student**  
Introduction to Writing  
University of Maryland, College Park, MD      February 20XX - May 20XX

- Wrote 5-page paper, "The Influence of YouTube on the 2008 Presidential Election"
- Wrote 10-page paper on blogging, including using Internet for research
- Received grade of "A" for course

**SKILLS**

- Microsoft Word, PowerPoint
- University of Maryland database system
- Knowledgeable in Spanish

# SAMPLE RESUMES

## undergraduate

### ANTHONY J. MILLER

101 Main Street • Annapolis, MD 21401 • 240.555.4271 • anthonyjmiller@aol.com

#### OBJECTIVE

A sales representative position using communication, organization and marketing skills.

#### EDUCATION

**Bachelor of Arts, Psychology** Anticipated May 20XX  
University of Maryland, College Park, MD  
Minor in Italian Language and Culture  
GPA in major 3.6

#### Study Abroad, Italy

December 20XX–January 20XX  
Program of Study: Economic History, Development and Policy in Italy

#### COMPUTER SKILLS

Proficient in Lexis-Nexis, Microsoft Word, Excel, Access and PowerPoint

#### INTERNSHIP EXPERIENCE

**Marketing Research Intern** May 20XX–August 20XX  
**Freddie Mac, McLean, VA**

- Managed and analyzed customer, employee and investor research
- Conducted secondary research analysis using various resources, including Lexis-Nexis
- Performed primary research through the writing and designing of 6 questionnaires
- Organized data finding in a logical and clearly communicated manner
- Presented research findings at weekly marketing department staff meetings
- Promoted a home buying seminar to potential customers, resulting in a full capacity of 30 attendees

#### ADDITIONAL EXPERIENCE

**Resident Assistant** September 20XX–May 20XX  
**University of Maryland, College Park, MD**

- Counseled and responsible for 60 residents on academic, transition and social issues
- Planned eight educational programs each semester on topics such as diversity awareness, academic success, conflict resolution and other related topics
- Designed and presented two sessions on financial wellness and career preparation
- Advised hall council on group development, advertising, programming and financial management of a \$2,000 budget

#### Server

May 20XX–August 20XX

**Carrol's Creek Waterfront Restaurant, Annapolis, MD**

- Assured customer satisfaction and diffused stressful situations with customers
- Interacted with owner and staff to produce quality teamwork and open communication
- Demonstrated adaptability to high pressure environment with strict time restraints
- Trained new staff and handled weekend scheduling

#### ACTIVITIES

American Marketing Association  
Maryland Sailing Team  
• Treasurer  
January 20XX–Present

### Franny Lucky

frannylucky@umd.edu

#### Permanent Address:

4 Leaf Clover Road  
Rockville, MD 20745  
301-444-4444

#### School Address:

14050 Hagerstown Hall  
College Park, MD 20742  
301-314-XXXX

#### OBJECTIVE:

Exhibit Development and Design internship using research, design, and administrative skills.

#### EDUCATION:

B.A. in Art History, B.A. in Economics Anticipated May 20XX  
University of Maryland, College Park, MD  
Overall GPA: 3.0

#### Related Courses

**American Cultures, College Park Scholars Program** September 20XX - December 20XX

- Actively participate in three semesters worth of discussion classes which focus on Latin American cultures and histories
- Excel in three supporting classes including American Studies, Art and Archeology of Meso-America, and American History after the Civil War
- Traveled to Puerto Rico during winter to experience culture

#### Related Projects:

- Volunteered to assist interns designing student campus art gallery
- Crafted class project to design museum exhibit including wall and room texts and a pictorial representation of the layout
- Wrote research paper based on museum exhibit, class discussions, and relevant theory

#### Honors Societies:

- Primannum Honor Society
- The National Society of Collegiate Scholars

#### RELEVANT EXPERIENCE:

##### University Greeter

Visitor Center, University of Maryland, College Park, MD

- Answer inquiries about university and surrounding areas in person and by phone
- Direct visitors to appropriate locations
- Maintain welcoming area to give guests a positive experience

February 20XX - present

##### Marketing Team Member

Student Entertainment Events, University of Maryland, College Park, MD

- Collaborate to market large scale, highly visible events to student body of 25,000

February 20XX - present

##### Inter-Chapter Relations Committee Member

Phi Sigma Pi, University of Maryland, College Park, MD

- Participate in activities that focus on scholarship, service, and social activities
- Cooperate with a committee to plan an inter-chapter weekend event

September 20XX - present

# SAMPLE RESUME

graduate

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## EXPERIENCE

### Computer System Administrator

Turtle Tech University, Dept. of Mechanical Engineering  
January 20XX - May 20XX  
Lubbock, TX

- Managed and maintained various computer systems (SUNstations, IBM PCs, DECstations, and MACs).
- Assisted users with their problems.
- Installed new software packages and conducted system testing and backup.

### Material/Manufacturing Technologist (Co-op)

Shell Mechanics, Inc.  
January 20XX - January 20XX  
Austin, TX

- Worked towards on-time delivery to customers through close interaction with suppliers and diligent efforts to find alternate suppliers during periods of backorders/shortages.
- Developed/Implemented a proactive JIT process to eliminate backorders/shortages of 650 hardware items for an entire Workcenter composed of five Workcells.
- Reduced cycle time through Workorder Management and tracked Workcenter KPIs.
- Increased product manufacturability through Engineering Change Order procedure.

## COURSES AND SKILLS

- AutoCad: *Level I and II Advanced*
- HTML and FORTRAN Programming
- Engineer in Training (EIT)
- Total Quality Management
- Design for Manufacturability
- Statistical Process Control
- Fluent in Spanish and French

## HONORS AND ACTIVITIES

- Graduate Student Government, Treasurer
- American Association of University Women Selected Professions Fellowship
- Pi Tau Sigma: Secretary (3 semesters), Treasurer (1 semester)
- Tau Beta Pi Member since 20XX

## PROFESSIONAL AFFILIATIONS

- American Society of Mechanical Engineers
- Society of Women Engineers
- American Association of University Women

## Teresa Turtle

9700 Green Lilly Lane, Dry Log, MD 20704  
301.999.1111 or Cell: 301.999.1112  
tturtle@umd.edu

## OBJECTIVE

Research position in Mechanical Engineering using proven technical, leadership, and communication skills

## EDUCATION

### Master of Science in Mechanical Engineering

May 20XX

College Park, MD

University of Maryland

Cumulative GPA: 3.625

Thesis: *Manipulation of Luminescent Porous Silicon Structures*

### Bachelor of Science in Mechanical Engineering

May 20XX

Lubbock, TX

Turtle Tech University

Magna Cum Laude

## RESEARCH EXPERIENCE

### Research Assistant

University of Maryland

August 20XX - present  
College Park, MD

- Generated a mathematical model of a two finger with opposing thumb robotic gripper to study the force required to maintain a stable grasp during slewing motions.
- Created kinematic model of a robot with TELEGRIP created by TERP Robotics, Inc. for use in a telerobotics project funded by the Terrapin National Resource Center.
- Designed/Created Internet web pages for the Mechanical Engineering Department.

### Research Assistant

University of Maryland

August 20XX - July 20XX  
College Park, MD

- Built non-vibrating 1.5-ton aluminum platform for NMR management.
- Consulted with professor on construction of super-conducting NMR spectrometer.
- Designed and manufactured integrated circuits in lab.

## EXPERIENCE

### Process Documentation Intern

Shell Mechanics, Inc.

June 20XX - August 20XX  
Austin, TX

- Consulted manufacturing teams to create visual assembly procedures to meet requirements for ISO 9000 certification using Image Enhancement Software, a Kodak DCS 420 Digital Camera, and a Tektronix Phasor 340C Printer.
- Established a comprehensive training program for new manufacturing technologists.

**APRIL SUMMER**  
 2222-22 Rhode Island Avenue, NE  
 Washington, DC 20002  
 202.222.2222  
 asum.2000@umd.edu

**PROFESSIONAL SUMMARY**

- Extensive experience writing within multiple genres, including literary criticism and creative fiction.
- Excellent research skills, including training in archival research methods.
- Strong background in African American history, culture, and literature including over 8 courses dedicated to African American and minority discourse.

**EDUCATION**

**Master of Arts, English Language and Literature**  
 University of Maryland, College Park, MD

**Expected May 20XX**

**Thesis**

“Mapping the Modern in Pauline Hopkins’ *Of One Blood* and *W.E.B. Du Bois’s Dark Princess*”

**Relevant Coursework**

Transatlantic American Literature  
 African American Literature of the Nadir  
 Caribbean Literature  
 19th Century American Literature

**Areas of Interest and Research**

- 19th and 20th Century African American Literature
- Relationship between racial and gender perceptions and popular culture
- Literatures of the African Diaspora
- Hemispheric and Transnational Literature
- Domesticity, empire, and nationalism, citizenship and gender in African American Literature
- The African American “romance” novel

**Bachelor of Arts, American Studies**

The George Washington University, Washington, DC

**May 20XX**

**Thesis:**

“The New ‘Mullatta’; Representations of African American Womanhood in Popular Culture”

**Relevant Coursework**

Literary Theory  
 US Cultural Criticism  
 African American Women’s Fiction  
 Ethnicity and Place in Literature

**Academic Honors and Awards**

Phi Beta Kappa  
 Honors for Excellence in Scholarship in American Studies, The George Washington University

**Study Abroad**

Temple University Rome

**September 20XX - December 20XX**

**SCHOLARLY PRESENTATIONS**

“The House that Hopkins Built: Domesticity and Citizenship in Pauline Hopkins’ *Contending Forces*,”  
 Graduate Conference, SUNY, NY, February 20XX; and Graduate Conference, George Washington  
 University, Washington, DC, March 20XX

Invited respondent to Ivy Wilson’s “Black Diaspora and Revolution in 19th Century African American  
 Poetry,” University of Maryland, College Park, MD, 20XX

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**RELATED WORK EXPERIENCE**

**English Instructor**

Pre-College Programs, University of Maryland, College Park, MD

**September 20XX - May 20XX**

- Instructed and assessed entering freshman and rising high school seniors in contemporary American fiction, poetry, and non-fiction. Rhetoric, writing, and literary analysis.
- Provided additional support in study skills and note taking in college-level classes.

**Research Intern**

Anacostia Community Museum of African American History, Washington, DC

**May 20XX - August 20XX**

- Performed archival research on 19th Century Anacostia organizations and communities for the museum’s forthcoming “Across the River” exhibit celebrating Anacostia’s local and national achievements.

**English Instructor**

Freedom School, Philadelphia, PA

**May 20XX - August 20XX**

- Created daily lesson plans for middle schools students focused on increasing literacy and improving critical thinking skills.
- Provided personalized interim and end of the summer assessments for students noting their academic progress, as well as areas of improvement.

**Research Assistant**

American Federation of Teachers, Washington, DC

**February 20XX - May 20XX**

- Compiled research data for the annual AFT publication of Making Standards Matter.
- Designated person for information on teaching standards, classroom procedures, and educational materials.

**MEMBERSHIP AND AFFILIATIONS**

- University of Maryland African Diaspora Reading Group
- Modern Language Association

**ADDITIONAL WORK EXPERIENCE**

**Marketing and Public Relations Coordinator**

University Career Center (UCC), University of Maryland, College Park, MD

**August 20XX - Present**

- Write and edit monthly press releases, e-mails and short marketing text for programs and events.
- Create and distribute monthly event calendars.
- Coordinate UCC Maryland Day involvement—plan activities, coordinate logistics, and supervise team of staff members and 10 student employees.

**Marketing Analyst**

Condé Nast Publishing, New York, NY

**February 20XX - August 20XX**

- Created and distributed weekly sales reports to editors and marketing coordinators for over 20 magazine titles.
- Collaborated with editors on special marketing projects aimed at evaluating performance of cover designs.

**Product Manager**

Source Interlink, New York, NY

**June 20XX - February 20XX**

- Worked as part of a team that coordinated the national launch of Marvel Comic Books in Barnes and Noble, included organizing, distributing, marketing, and displaying 18 individual titles.
- Maintained current publisher accounts including sales analysis, solicitations, new distribution, distribution changes, in store expansions, and receiving problems.
- Served as liaison between distribution centers, publishers and printers to ensure timely production of all weekly and monthly magazines.

# SAMPLE RESUME

federal

Federal resumes are generally lengthier than their private sector counterparts, and can range from one to five pages. Students should tailor their resume to the job vacancy announcement. It is important to note that USAJOBS.gov allows job seekers to create up to five federal resumes, each of which can be tailored to a different federal position.

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**ABRAHAM LINCOLN** Social Security #123-45-6789  
(if requested)

1111 President Drive / Washington, DC 20005  
Evening Phone: 202 200 2222 / E-mail: allincoln@pastresidents.com  
Social Security # 123-45-6789 (only if requested by agency)

United States of America  
No  
GS-02-?, 06/20XX-08/20XX  
Yes

Country of citizenship:  
Veterans' Preference:  
Highest Grade:  
Contact Current Employer:

Job Type: Permanent  
Temporary Promotion  
Federal Career Intern  
Full-Time

Work Schedule:  
US-DC-Washington/Metro  
US-VA-Northern

Virginia Cooperative Extension  
Fairfax, VA US  
9/20XX-4/20XX  
Salary: 20 USD Per Hour  
Hours per week: 40

**Program Coordinator**  
-Oversee three mentoring programs in limited resource communities  
-Recruit, train, and manages 25 adult mentors and 30 youth  
-Develop marketing and training materials for use in FMP programs and other county mentoring initiatives  
-Write and manage program grants, hire outside contractors for grant implementation  
-Communicate in Spanish with program participants and their families  
(Contact Supervisor: Yes: Clyde Jackson, Phone: 703-324-5369)

U.S. Consulate (Department of State)  
Milan, Lombardy Italy  
6/20XX-8/20XX  
Grade Level: NA  
Hours per week: 45

**Political and Economic Section Intern, NA**  
-Researched and wrote regional economic and political briefs for US Ambassador's Milan consulate district visits  
-Compiled briefs for Italian professionals in regional chambers of commerce, banks, NGOs, and government offices to compile briefs  
-Utilized Italian language skills and political and cultural knowledge in a variety of settings  
(Contact Supervisor: Yes: Lisa Miller, Phone: State Dept in Wash. DC)

Department of State (Educational/Cultural Affairs)  
Washington, DC US  
9/20XX-8/20XX  
Grade Level: 02  
Hours per week: 20

**Intern then Public Affairs Assistant, GS**  
-Wrote articles in Bureau newsletter & press releases  
-Drafted memoranda for the Undersecretary of State  
-Supervised contractors on communications project  
-Contacted and pitched media for program publicity  
-Assembled financial and budget information for use in ECA material  
(Contact Supervisor: Yes: Nina Bishop, Phone: 202-203-7024)

**ABRAHAM LINCOLN** Social Security #123-45-6789  
(if requested)

University of Virginia (UVA) Charlottesville, VA US Bachelor's Degree-5/20XX  
Major: Foreign Affairs, Italian Language (double major)  
121 Semester Hours; GPA 3.50 out of 4.0

Italian  
Spoken: Advanced  
Written: Advanced  
Read: Advanced

Spanish  
Spoken: Advanced  
Written: Advanced  
Read: Advanced

National Italian American Federation Member

**AFFILIATIONS**

**ADDITIONAL INFORMATION**

**Skills:**  
-Strong written and oral communication skills  
-Strong analytical abilities and problem solving capabilities  
-Grant writing experience (awarded "Dream Catchers" Program Grant by Community And Recreation Services, Fairfax County Government, December 20XX)  
-Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel and language capabilities)  
-Proficient in Microsoft Office programs

**Leadership and Service Roles:**  
Kaleidoscope Center for Cultural Fluency at UVA: Social Diversity Program, Director  
September 20XX - May 20XX  
-Developed forums for Dialogue between diverse student groups  
-Built partnerships between student groups through cultural programming

Societa Italiana (Italian Society) at UVA, President  
September 20XX - May 20XX  
-Recruited executive committee members, planned meetings, managed a membership base of 40+ students  
-Organized club involvement in national Italian-American collegiate workshops/events  
-Created community events with local Italian businesses and restaurants

**Other Roles at the University of Virginia:**  
Council of the College of Arts & Sciences: September 20XX - May 20XX  
Italian Department Representative  
International Residence College: Academic Affairs Committee Chair  
September 20XX - May 20XX  
Jefferson Literary and Debating Society: Elected Member  
January 20XX - May 20XX  
European Society: Culture Chair  
January 20XX - January 20XX  
St. Anthony's Catholic Church, Falls Church, VA: Substitute Instructor, ESL Present

Federal resume sample by The Partnership for Public Service