

# Resume Tip Sheet

## Contact information

Put your name, phone number with the area code, email, and mailing address at the top.

- Your name should be the largest item on the page.
- If you are about to graduate, swap your school email for a personal email.

## Education history

For the education section, list the most recent college or university, majors and minors, and GPA.

- Put the month and year of your graduation date or expected graduation.
- Study abroad programs, Dean's List, and honors programs can be added to this section.
- Highlight scholarships and awards but do not list the monetary value of them.
- There is no need to list your high school.

## Skills

You can divide this section into categories such as languages, programming languages, and hard skills, so it is not one list of bullet points.

- Hard skills are taught and measured. These include operating machines, laboratory skills, IT knowledge, and foreign languages.

## Formatting

- Separate each section by bolding or underlining the heading or doing both. You can also use lines to separate the categories.
- Use appropriate spacing between sections and lines in order to let the reader glance over the information.
- Each listed job or internship must have the company, job title, location, month and years of employment, and two to four bullet points of description.
  - The typical formula is Verb + Action (+ Result)
    - Use present tense for current duties and past tense for past duties.
- Each section must be listed in reverse chronological order. This means the most recent jobs come first; work from 2021 is listed at the top, followed by 2020, 2019 etc.
- Tailor the resume to the position. This means putting the most recent and related experience at the top under the relevant experience category. Please think about which experiences

relate most to the SAMHSA program. Other jobs such as part-time work or summer jobs can be listed under additional experience or omitted.

## **Resume Details**

It is critical to check each detail before submitting a resume, so the reader is not distracted when looking at it. Always have someone else look at it to verify you have not missed any details. An outside perspective can also ensure your resume makes sense and does not use university specific terms resume reviewers would not understand.

- Aim for 1.5-2 pages for resume length
- Pick a font this is easy to read like Cambria, Georgia, Garamond, Calibri, or Arial.
- Use black 12-point or 11-point font for the body of the resume.
- Margins should be between 0.5 and 1 inch.
- Be consistent! Font, font size, color, and spacing should be the same.
- No photos, please!

Below is a sample resume. This is just one idea of resume formatting. Additional resources for resume writing and other professional development tips can be found on our website.

[Tips for Writing an Effective Resume | Infosheets | The Washington Center \(twc.edu\)](#)

[Info Sheets | The Washington Center \(twc.edu\)](#)

# Jane Doe

555-555-5555 | jane.doe@email.com | Mailing address | Link to LinkedIn Profile

## SUMMARY

Passionate and organized candidate with 3+ years of experience in lab science and research. Proficient with computers and data analysis. Advanced skills in French and CELTA certified.

## EDUCATION

### University of Somewhere

Master of Public Health | Expected Graduation 2022

3.0/4.0 GPA

### Zoom University

Bachelor of Science, Biology | May 2020

3.3/4.0 GPA

Study Abroad Program, *Awesome Things Overseas* | January 2017 – May 2017

Dean's List: Fall 2018, Spring 2018, Spring 2019, Fall 2019

## AWARDS AND HONORS

National Honor Society Excellence in Academic Achievement, 2020

Environmental Organization's Volunteer of the Month, May 2019

## SKILLS

French: Intermediate reading and writing, advanced speaking and listening

Computers: Java, Python, Salesforce

## WORK EXPERIENCE

**Company** | City, State

*Intern* | Starting Month 20XX – Ending Month 20XX

- Verb + Action (+ Result)
- Start each sentence with a strong verb. Use numbers or percentages when possible.

**Music Therapy Company** | Pawnee, IN

*Laboratory Assistant* | May 2021 – August 2021

- Studied the impact of Olivia Rodrigo's music on the brains of hamsters which resulted in a \$10,000 research grant for the university laboratory.
- Analyzed current and past music trends of different genres, specifically focusing on country music and EDM.

**Zoom University** | Tree Hill, NC

*Teaching Assistant* | September 2020 – May 2020

- Taught two, three-hour lab sections of material science each week to 60+ students.

- Created review packets and worksheets, graded exams, supervised all lab experiments during class.
- Founded STEM Study Buddies Club. Tutored 20 students six hours per week with an average increase of one letter grade on final exam.

## **VOLUNTEER EXPERIENCE**

**Environmental Organization** | Stars Hollow, CT

*Intern* | September 2018 – December 2019

- Campaigned for and successfully established a campus vegetable garden while interning for local grassroots environmental organization.
- Managed 25+ volunteers for garden construction, seed planting, and vegetable harvesting

**Organization** | Scranton, PA

*Coach* | May 2017 – August 2017

- Instructed 20 preschool students in soccer for 15 weeks and led the team to second place out of two teams in the local championship tournament.
- Created drills, designed uniforms, and facilitated team building exercises.

## **PROFESSIONAL TRAINING**

**Leadership Summit** | February 2019

- Attended Organization X's leadership conference at Zoom University.
- Completed three workshops focused on power posing, motivational speaking, and the art of small talk.