

Developer, Software Company, July 1994 – November 1996  
Within this role, I had sole responsibility for design and development of a Geographical Information System (GIS). I successfully met the requirements of various business objectives.

**Graduate Software Engineer, Computer Company, 1991-1994**  
I successfully completed first two years of academic study and all necessary work placements to all aspects of the redeveloping Graduate Training Scheme, as well as the Engineering Project Team.

### Education

Postgraduate College 1991  
Institute of Technology

2.1 BA (Hons) in Software Engineering  
Jobsville University

2 S levels grade I and II, 1987  
5 A Levels grade A, 1987  
Jobsville High School

### References

John Doe  
Chief Technical Officer  
Software Company  
Computer House  
Jobsville  
01234 12345

## Ann Another

Address

10 High Street  
Jobsville

Telephone

01234 567890

### Objective

To obtain employment as a software developer in the field of internet search technology.

### Highlights

- 9 years IT development experience
- Friendly, flexible, and pro-active manner
- Successful at customer facing work
- Flair for creativity and design
- Extensive Internet and Intranet development

### Employment History

Software Developer, Computer Company, 1994-1996

I am a key member in the software team responsible for the development of internet search technology. I have developed applications covering all stages of the software development process and am responsible for project management and delivery of projects.

### Major Accomplishments

- Produced state of the art image search application
- Developed several web based applications using advanced techniques
- Successfully managed the development of a large scale project

# رزومه نویسی علمی به زبان انگلیسی

محبوبه فراشباشی آستانه  
دکتری علم اطلاعات و دانش شناسی

دانشگاه فردوسی مشهد

vastaneh2@gmail.com

اردیبهشت ۱۴۰۱



## بخش اول: کلیات

- قواعد نگارش رزومه و CV
- تفاوت رزومه و CV
- کاربردهای CV
- انواع رایج CV
- نمونه‌ها

## بخش دوم: آناتومی CV

- بخش‌های اصلی
- بخش‌های اختیاری
- ساختار و چیدمان CV
- بخش‌های مختلف CV
- فعل‌ها
- نمونه‌ها

# بخش اول کلیات

- ✓ قواعد نگارش رزومه
- ✓ تفاوت‌های رزومه و CV
- ✓ انواع رزومه

# RULES

- **Write it yourself**
- **Keep it brief**
- **Be truthful and accurate**
- **Get the language right**

**Quick tip:** If you struggle with spelling and grammar, try a free grammar checking tool, like [Grammarly](#).

# تفاوت CV و Resume

- هدف
- محتوی
- طول

## RESUME

VS

## CV

Catch the eye of a recruiter or hiring manager and land the job

PURPOSE

Provide a comprehensive history of your life's work and education

Summary of skills and experience relevant to the position

CONTENT

Detailed and exhaustive listing of academic and professional experience

Typically 1-3 pages, depending on experience.

LENGTH

No restrictions. As long as it needs to be.

# RESUME



Think work experience

**Concise & Relevant**

Lists relevant experiences for the position:

Contact Information

Education

Work Experience

Relevant Skills



About 1-2 pages

# CV



Think academia

**Chronological & Inclusive**

Represents all your accomplishments:

Contacts

Education

Skills

Grants & Scholarships

Work Experience

Awards & Honors

Certifications & Licensures

Publications

Talks & Conferences participation



Usually should grow and be longer as time passes

## Cv: Research Experience

## Resume: Work Experience

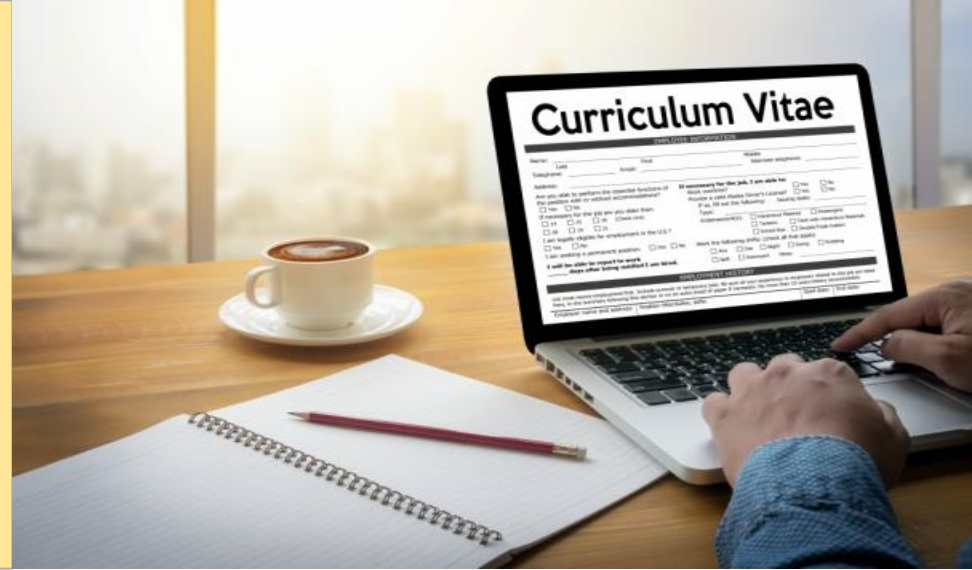
# When to use a CV?

- You will use a CV to apply for **academic, scientific or research** position.
  - You will also use CV when you apply for a **fellowship or grant**.
-

# **So CV is for the Positions like:**

- Ph.D Candidacy**
- Post-Doc Research**
- Research Position (Research Assistant)**
- Teaching Position (Teaching Assistant)**
- Research Associate**

# What on my CV?



- **Academic** background
- **Teaching** and **Research** experience
- **work** experience
- **publications** and presentations
- **awards**, honors, accomplishments and recognition
- **internships** and **project** work
- **professional qualifications** and **certifications**

# Common Resume Types



## Chronological

- Lists most recent position first
- Preferred by employers
- Most common resume type



## Functional

- Focuses on skills and experience
- Often used by people who are changing careers or who have gaps in their employment history



## Combination

- Mix of chronological resume and a functional resume
- Highlights relevant skills while providing chronological work history
- Emphasizes what makes you the best fit for the job, while still giving the employer desired information

# انواع رایج رزومه

✓ ترتیبی (معکوس) (Chronological)

✓ کارکردی (Functional)

✓ ترکیبی (Combination)

# FUNCTIONAL vs CHRONOLOGICAL

- **Functional** resume features a detailed **skills section** and
- **Groups your experience** under **skill categories** instead of **job titles**.

# COMBINATION

skills section

strong work experience section

Suitable for highly qualified candidates with **years of experience**, because it allows them to include a high volume of information about their **qualifications** and **skills**.

# CHRONOLOGICAL (Sample)

## Professional Experience

### REDFORD & SONS, BOSTON, MA

*Administrative Assistant, September 2015 – Present*

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

### BRIGHT SPOT LTD, BOSTON, MA

*Secretary, June 2011 – August 2015*

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings

# FUNCTIONAL (Sample)

## Relevant Skills

### CUSTOMER SERVICE

- Receive a +95% on customer service feedback surveys on a consistent basis by providing a friendly in-store environment
- Enhance the customer experience by providing quality assistance and in-depth product knowledge
- Educate customers on up-and-coming brands and the latest fashion trends

### SALES

- Exceeded sales goals an average of 10% for 5 straight months
- Upsell customers through the recommendation of products that meet their specific needs
- Process 30+ customer transactions a day and factored sales, discounts, and promotions into the final price

### MERCHANDISING

- Restock and organize new shipments of inventory in a timely manner, cutting average of 2 days off the merchandising process
- Develop and create unique displays that attract customers to a desired product
- Team worker who is able to adapt in highly dynamic and changing situations in the office

## SAMPLE FUNCTIONAL RESUME

**BEN PIERCE**  
pierce@stanford.edu

Present Address:  
6756 Ventura, #36  
Palo Alto, CA 94306  
(650) 555-2190

Permanent Address:  
13 Moss Lane  
Crabapple Cove, WI 55555  
(612) 555-3520

**OBJECTIVE:** To obtain a position as a paralegal with a corporate law firm.

**EDUCATION:** **Stanford University**, Stanford, CA. BA degree in Psychology.  
Course work has included criminal law, economics, political science, and sociology (9/XX-6/XX).

**EXPERIENCE:**

### RESEARCHING/WRITING

- Researched language development in infants utilizing both library resources and experimental data.
- Generated written report of research project results.

### ORGANIZING/SUPERVISING

- As one of four class presidents, planned events and activities for the Stanford senior class. Contacted businesses targeted for participation in these events.
- Organized and supervised committees to assist in publicizing, promoting and raising funds for various senior class functions.
- Set goals and guidelines for committee meetings.

### PUBLIC SPEAKING/COMMUNICATING

- Acted as senior class liaison to University officials. Informed them of senior class activities and enlisted their support and approval.
- Discussed campaign platform and issues at residence halls while running for class office.
- Participated in public relations events to publicize the Varsity Football program to the surrounding community.
- Conducted impromptu interviews with various media representatives.

### FINANCIAL PLANNING/BUDGETING

- Coordinated a budget of \$9,000 for senior class events.
- Estimated and quoted prices for a variety of construction projects.

**EMPLOYMENT HISTORY:**

Crew Member, Pierce's Asphalt and Seal Coating Service, Crabapple Cove, WI (6/XX-9/XX, summers).

**ADDITIONAL INFORMATION:**

President, Senior Class, Stanford University, Stanford, CA.  
Running Back, Stanford Varsity Football Team.

# COMBINATION (Sample)

## Relevant Skills

### Finance

- Corrected spreadsheet error saving A/P \$3,500.
- Performed financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company.
- Certified QuickBooks Accountant.

### Organization

- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Performed general office duties such as filing, answering telephones, and handling routine correspondence.
- Maintained error-free financial books for over 7 years.

## Work Experience

### GENERAL BOOKKEEPER

*Franklin & Rodgers Business Solutions, Scottsdale, AZ / September 2012 - Present*

- Accessed computerized financial information to answer general questions as well as those related to specific accounts.
- Formulated, prepared, and issued bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverable.
- Trained 3 new administrative assistants and junior bookkeepers

## SAMPLE COMBINATION RESUME

**PATRICIA DIXON**  
pat@stanford.edu

**Present Address:**  
P.O. Box 1234  
Stanford, CA 94309  
(650) 555-0000

**Permanent Address:**  
123 Park Court  
San Carlos, CA 94070  
(650) 555-5555

**SKILLS**

**SUMMARY:**

- Extensive program development and motivational skills.
- Proficient with MS Word, Excel, FileMaker Pro, and PageMaker.
- Experienced lab technician executing DNA sequencing and gene analysis.

**EDUCATION:**

9/XX-6/XX

**Stanford University**, Stanford, CA.  
Bachelor of Arts degree in Psychology with Honors. Course work includes biology, calculus, chemistry, and statistics. GPA - 3.7/4.0

**EXPERIENCE:**

9/XX-6/XX

**RESEARCH/WRITING**

**Public Relations Intern**, Hoover Institute Public Affairs Office, Stanford, CA  
Compiled Hoover Fellow articles from an array of journals, magazines and newspapers. Used PageMaker to create mastheads and retype opinion editorials. Developed efficient proofreading methods and an innovative talent for pasting up difficult articles.

6/XX-9/XX

**Research Assistant**, University of Illinois at Chicago Cancer Center, Chicago, IL.  
Quickly learned complicated laboratory procedures. Successfully executed molecular biology experiments involving DNA sequencing and gene analysis. Maintained detailed records for procedural and statistical purposes. Gained significant independent research and writing experience.

9/XX-6/XX

**Feature Writer**, The Stanford Daily, Stanford, CA  
Developed journalistic writing style and interviewing skills. Successfully met all deadlines and consistently published front page articles.

10/XX-present

**TEACHING/COUNSELING**

**Math/English Tutor**, Self-initiated and directed, Palo Alto, CA  
Tutor two seventh grade students 2-3 hours per week. Employ the Socratic method to help develop their analytical skills and help them with their homework. Design tests to chart their progress. Create interactive games to increase their understanding of math and grammar. Plan quarterly outings.

9/XX-6/XX

**Focus Assistant**, Stanford's Environmental Theme House, Stanford, CA  
Participated on a team of five to develop well organized, thought provoking, and social programs to familiarize residents with the environmental theme.

9/XX-6/XX

**LEADERSHIP/MANAGEMENT**

**Officer's Core Member**, Black Student Union, Stanford University, Stanford, CA  
Worked with a team to plan, organize, and publicize a variety of activities and programs designed to motivate and educate Stanford's African-American community. Chaired a committee to rejuvenate The Real News, an African-American news publication.

**INTERESTS:**

Writing short stories • developing culinary skills in African-American cuisine • jazz



## Function

## Length

## Focus

### Academic CV

Apply for:

- ✓ Academic position
- ✓ Funding
- ✓ Grad school

Flexible; include all that is relevant.

- ✓ Academic and research achievements
- ✓ Scholarly potential
- ✓ Subject knowledge
- ✓ Awards/honours
- ✓ Accomplishments
- ✓ Service commitment

### Hybrid CV

Apply for:

- ✓ Medical residency
- ✓ Industry research
- ✓ Academic position

Flexible; include all that is relevant.  
Shorter than an academic CV.

- ✓ Academic and research achievements
- ✓ Knowledge and skills demonstrated with bullet points
- ✓ Job related experience
- ✓ Accomplishments
- ✓ Volunteer efforts

### Resumé

Apply for:

- ✓ A job

Typically 2 pages; include only what is relevant.

- ✓ Knowledge and skills demonstrated with bullet points
- ✓ Job-related experience
- ✓ Accomplishments
- ✓ Volunteer efforts

# بخش دوم

# Sections

- ✓ بخش‌های اصلی
- ✓ بخش‌های اختیاری
- ✓ مدارک ضمیمه

# Core Sections



**Drexel**  
UNIVERSITY

- **Contact Information**
- **Education**
- **Experience**
- **Publications**
- **Presentations**
- **Awards/Honors/Fellowships/Grants/Scholarships**
- **Professional Training**
- **Professional Affiliations**



# Sections-Resume



**Drexel**  
UNIVERSITY

- **Contact Information**
- **Educational Background**
- **Skills**
- **Relevant Coursework**
- **Experience**
- **Volunteer Experience**

# Optional Sections



**Drexel**  
UNIVERSITY

- **Travel**
- **Activities**
- **Additional Avocations/Hobbies**
- **References**

# Supplementary Documents



**Drexel**  
UNIVERSITY

- **Dissertation Abstract**
- **[Research Statement](#)**
- **Cover Letter**
- **Transcript**

# CV Layout

Your CV format is crucial to job search success.

- Name and contact details at the very top.
- Head the CV with an introductory profile.
- List your work experience in reverse chronological order.
- Finish with your education and qualifications.
- Hobbies and interests are optional.

# POSSIBLE CV SECTION HEADINGS

<b>Awards</b>	<b>Certifications</b>	<b>Grants</b>	<b>Hobbies &amp; Interests</b>	<b>Presentations</b>
Include academic awards, fellowships, scholarships, medals, and prizes.	List certification or license status, i.e.: Mental Health First Aid (certified March, 2015).	Include monetary amounts.	For hybrid CVs: this optional section is at the end of the CV with no detail. It may be related to the position or show you in a positive light.	Include conference presentations (oral or poster) and invited lectures. List the title, authors, & audience.
<b>Professional Memberships</b>	<b>Projects</b>	<b>Publications</b>	<b>Research</b>	<b>Work Experience</b>
List membership or leadership positions. This section may include student organizations.	If you are an undergraduate with little research experience, highlight research heavy school projects.	Include everything: works submitted, in progress (cite as such), and reports. Use standard citation style for your field.	Include current research, research assistantships, your thesis, and post-doctoral fellowships.	Hybrid CV only: list in reverse-chronological order; include demonstration statements and dates.
<b>Academic Associations</b>	<b>Clinical Electives</b>	<b>Committees</b>	<b>Community Service</b>	<b>Conferences Attended</b>
<b>Shadowing Experiences</b>	<b>Inventions/ Patents</b>	<b>Leadership</b>	<b>Technical Skills</b>	<b>Volunteer Experience</b>

REVERSE CHRONOLOGICAL	AS LONG AS NECESSARY	LOGICAL LAYOUT	LEFT JUSTIFY	READABLE FONT
<p>Put most recent education and experience first and work backwards. Put your dates along the right.</p>	<p>CVs have no page limit: include everything that is relevant and necessary.</p>	<p>Use the CV format and order that best highlights your strengths and suitability.</p>	<p>Left justify your CV and use spaces or dashes for emphasis. Don't decrease margins to shorten CV.</p>	<p>Use 11-12 point size &amp; a font like:</p> <p>Times New Roman Calibri Georgia</p>
EMPHASIZE IMPORTANT INFO	BE CONSISTENT	YOUR NAME	BRAND WITH LETTERHEAD	NOT TOO "BUSY"
<p>Headings should stand out. Try CAPITAL LETTERS, larger font, and bold.</p>	<p>Be consistent with verb tenses, spacing, dates, capitalization, and bolding.</p>	<p>Your name and page number should be on each page.</p>	<p>Create an attractive personal letterhead and also use it on other documents in your application, if appropriate.</p>	<p>Minimize the use of tabs and highlighting techniques, such as bolding.</p>

# Format

Depends on **personal preference** and **career goals**.

- Use font styles such as Times New Roman, Arial, Calibri
- Text size should be 10-12 point (11pt font recommended)
- **Bold** section headings (e.g. Education, Experience)
- Consistent use of bold, *italics*, and underlining
- Use bullet points to direct the reader's attention
- **Start each bullet point with an action verb**
- If your resume is more than one page long, insert your name and page number in the header or footer

# CV Layout

Your CV format is crucial to job search success.

**KEEP IT  
SIMPLE**



# Anatomy of a CV

# must-Have Sections

- **Contact Information**
- **Education**
- **Experiences**
  - **Research (Writing and Editing,...)**
  - **Leadership (Outreach and Marketing, Sales and Customer Service,...)**
  - **Administrative Experience**
  - **Employment history**
  - **Extracurricular activities (chair of a student group, professional association )**
- **Foreign Languages** (remember to indicate levels of proficiency)
- **Publications**
- **Conferences**
- **Awards**

# Additional Sections

- **Certifications**
- **Affiliations**
- **Memberships (Groups, Associations, Institutes)**
- **Additional Training**
- **Interests**

# **Contact Information**

## **Section**

# Contact Information (Details)

- **Name**
- **Mailing address**
- **E-mail**
- **Telephone number**

# Contact Details Samples



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## **LAURA NEILL**

Department of Plant Sciences, University of Oxford, South Parks Road, Oxford, OX1 6AY, [laura.neill@plants.ox.ac.uk](mailto:laura.neill@plants.ox.ac.uk)

**Mariana Greenway**  
Flat 2, Hillview Court, Hillview Road, Hilltown, HZ4 8CV  
[greenwaym@jm.ac.uk](mailto:greenwaym@jm.ac.uk)  
07877009008

## **PATTY SHRUCE**

[pattys@stanford.edu](mailto:pattys@stanford.edu) (555) 555-1115  
12124 Jensen Ct., Owings Mills, MD 21117

**BEN PIERCE**  
[pierce@stanford.edu](mailto:pierce@stanford.edu)

Present Address:  
6756 Ventura, #36  
Palo Alto, CA 94306  
(650) 555-2190

Permanent Address:  
13 Moss Lane  
Crabapple Cove, WI 55555  
(612) 555-3520

Mariana Greenway  
Flat 2, Hillview Court, Hillview Road, Hilltown, HZ4 8CV  
greenwaym@jm.ac.uk  
07877009008

A registered nutrition professional with a solid research background, industry experience and a teaching portfolio. I am interested in developing a career which combines teaching and research, while maintaining my interest in public engagement with nutrition and the wider STEM field.

## Education

Liverpool John Moores University (2018-2021)

PhD

NHS/LJMU funded research titled 'The role of parents and schools in the nutritional choices made by children aged 10-14' (Abstract in Appendix 1).  
Joint supervisors: Professor Alison LaMotte, Department of Nutrition and Food, LJMU and Dr Henling Strauss, Professor of Paediatrics, Chester University Hospital.

University of Nottingham (2014-2017)

BSc Nutrition and Food Science

Modules included nutrition and the health of populations, trends in food research and nutrition, metabolism and disease. Final-year project on 'Food flavourings - physical and psychological effects on children' based on research carried out through a Nutrition Society Summer Studentship.

Notts County High School (2006-2013)

A-levels: chemistry, biology, geography. AS level maths.

8 GCSEs including English language and English literature.

# Summary statement

- **A brief list of the highlights of your candidacy**
- **lecturer or researcher**
- **Academic CVs focus on academic achievements, research interests and specialist skills.**

# **Education**

## **Section**

# Education (Details)

- Full name of your school and its location
- Full name or abbreviation of your degree(s)
- Major or field of study
- Expected date or date of completion

**In reverse chronological order**

# Education (Details)

- **Name of university**
- **Degree**
- **Graduation Date**
- **Major, Minor**
- **GPA**

**Academic Accomplishments**



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# **Academic CV**

## **Example-Career**

### **EDUCATION**

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#### **University of Nottingham (2015-2019)**

PhD Biology: Organisation and expression of pectin esterase isoenzymes in tomato

#### **University of Oxford (2011-2015)**

BA (Hons) Biological Sciences 2.1

#### **Tudor Grange School, Solihull (2003-2010)**

A Levels in Chemistry (A), Physics (B) & Biology (A); 9 GCSEs

# Education Section Sample



## EDUCATION

### Harvard University

Cambridge, MA

#### Ph.D., Biology (Microbial Sciences Fellow)

May 2017

- Received C-DEBI Graduate Research Fellowship from National Science Foundation.
- Presented research at American Society for Microbiology and American Geophysical Union national meetings.

### Stanford University

Stanford, CA

#### M.S., Biology

May, 2014

- Nominated by department head and received Achievement Rewards for College Scientists Fellowship.
- Received National Science Foundation Graduation Research Fellowship.

### North Carolina State University, B.S., Biology (Minors in Genetics and Toxicology)

Raleigh, NC

#### North Carolina State University, B.A., Science Journalism

May, 2012

- Valedictorian, *summa cum laude*, Phi Beta Kappa.
- Top Scholar Award in Life Sciences (top 5% of junior class).

# Education Section (Sample)

## EDUCATION

PhD, Discipline Area

Expected December 20XX

*School if appropriate, University of California, Berkeley*

- *Dissertation:* title or topic
- *Committee:* optional, you may wish to include names of your committee members

MPH (or other Master's degree), Discipline Area

August 20XX

*School if appropriate, University Name*

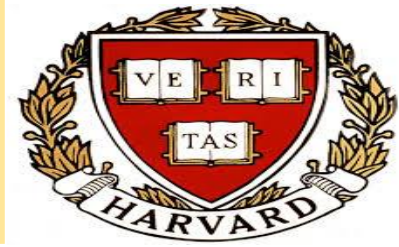
- *Master's Thesis:* title or topic
- Certifications or other pertinent information, you may also wish to include awards here (or in a later section)

BA (or other Bachelor's degree), *cum laude (optional)*, Discipline Area

May 20XX

*University Name*

# Education Section (Sample)



## EDUCATION

---

### Harvard University

Cambridge, MA

PhD, Government

Expected 2018

- Fields: Political Economy, American Politics, Comparative Politics
- Dissertation: *Appreciating Assets: How Housing Wealth Affects Political Preferences and Behavior*

M.A., Government

2015

### Wellesley College

Wellesley, MA

B.A., Political Science (Honors) and Economics

2012

- Political Science Honors Thesis: *The Transnational Anti-Sweatshop Movement: Realities and Politics of the Global Labor Market*
- Recipient, Jerome A. Schiff Fellowship. \$3000 research grant, travelled to Bangladesh to conduct field research

# Experiences

# Experience Section

## Use Action Verbs

- **Action verbs organized by skill area**
- **Use these ideas to describe your past experiences and skills in your CV and Cover Letter.**

# Use Action Verbs

## ANALYSIS

Accounted	Critiqued	Measured	Scrutinized
Analyzed	Deciphered	Observed	Studied
Ascertained	Deliberated	Prioritized	Synthesized
Assessed	Determined	Programmed	Tested
Compared	Estimated	Projected	Validated
Computed	Evaluated	Questioned	Verified
Conceptualized	Examined	Rated	
Concluded	Formulated	Recommended	
Confirmed	Justified	Researched	

## COMMUNICATION

Addressed	Counselled	Interpreted	Referred
Advocated	Demonstrated	Lectured	Reported
Authored	Discussed	Listened	Responded
Called	Drafted	Lobbied	Spoke
Clarified	Edited	Marketed	Summarized
Coached	Educated	Persuaded	Taught
Communicated	Elicited	Presented	Transcribed
Contacted	Explained	Promoted	Translated
Convinced	Familiarized	Publicized	Tutored
Corresponded	Informed	Queried	Wrote

# Use Action Verbs

## CREATIVITY

Adapted	Created	Improvised	Played
Authored	Designed	Innovated	Revised
Brainstormed	Developed	Invented	Shaped
Built	Engineered	Made	Visualized
Composed	Envisioned	Manufactured	
Constructed	Illustrated	Produced	

## INITIATIVE

Accelerated	Created	Improvised	Played
Accomplished	Coordinated	Initiated	Revamped
Achieved	Established	Instituted	Reviewed
Acted	Founded	Introduced	Revitalized
Advanced	Generated	Launched	Solicited
Applied	Handled	Proposed	Spearheaded
Attended	Implemented	Rejuvenated	Utilized

# Use Action Verbs

## LEADERSHIP

Administered	Delegated	Headed	Officiated
Advised	Directed	Hired	Oversaw
Allocated	Empowered	Influenced	Piloted
Anticipated	Enabled	Instructed	Recruited
Appointed	Encouraged	Interviewed	Sanctioned
Approved	Endorsed	Led	Selected
Assigned	Enforced	Maintained	Sponsored
Authorized	Financed	Managed	Supervised
Chaired	Fostered	Monitored	Trained
Decided	Guided	Motivated	Unified

## PROBLEM SOLVING

Aided	Fulfilled	Reduced	Solved
Alleviated	Generated	Refined	Streamlined
Ameliorated	Identified	Reformed	Strengthened
Augmented	Improved	Remedied	Supplemented
Customized	Increased	Remodeled	Transformed
Expanded	Polished	Repaired	Troubleshoot
Extended	Reconciled	Restored	Updated
Finalized	Rectified	Saved	Upgraded

# Use Action Verbs

## TEAMWORK

Accommodated	Contributed	Integrated	Related
Assisted	Cooperated	Mediated	Respected
Balanced	Facilitated	Negotiated	Shared
Collaborated	Harmonized	Participated	
Consulted	Helped	Partnered	

## ... AND MORE!

Activated	Excelled	Licensed	Shipped
Added	Executed	Navigated	Sought
Appraised	Experimented	Operated	Staffed
Approximated	Familiarized	Performed	Submitted
Audited	Guaranteed	Prepared	Surveyed
Displayed	Involved	Realized	Tailored
Dissected	Issued	Served	



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# Academic CV Example-Career

## LAURA NEILL

Department of Plant Sciences, University of Oxford, South Parks Road, Oxford, OX1 6AY, [laura.neill@plants.ox.ac.uk](mailto:laura.neill@plants.ox.ac.uk)

### RESEARCH EXPERIENCE

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#### Postdoctoral Research Scientist, Department of Plant Sciences, University of Oxford (2019-2022)

- Investigating genes regulating differentiation, development and photosynthesis in flower development
- Cloning and functional characterisation of novel genes regulating flower development
- Analysis of gene and protein expression during development in mutant and wild-type plants
- Identification and assessment of novel protein function through biochemical methods
- **Successful fulfilment** of research objectives within grant timelines
- Publishing of scientific papers in peer-reviewed journals to support the research programme
- Regular attendance and presenting of results at national and international meetings to publicise and promote the research



UNIVERSITY OF  
**OXFORD**

# Academic CV Example-Career

## PhD Research, Department of Biology, University of Nottingham (2015-2019)

- Using molecular and biochemical techniques to investigate the role of pectin esterase iso-enzymes, active in cell wall-degradation, during tomato fruit ripening and softening
- Characterisation of wild-type, mutant and transgenic plants, to assess gene function
- Identification and patenting of a gene involved in tomato fruit-softening
- Gaining expertise in a broad range of molecular and biochemical techniques
- Collaborated with ZENECA Plant Science to source GM samples for analysis

## RELEVANT RESEARCH SKILLS

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- Gene cloning and characterisation e.g. generation of gene libraries, screening, and sequencing of genes
- Analysis of gene expression e.g. microarray generation and analysis, southern northern blots in situ hybridisation
- Use of bioinformatics packages to assist in identification of putative gene function for novel genes e.g. transcription factors
- Assessment of protein function using biochemical methods e.g. hybrid systems, enzyme assays
- Generation and analysis of transgenic plants e.g. via ELISA, western blot

## AWARDS

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Mabel Pannel Postgraduate Scholarship for outstanding progress in research  
NERC PhD Studentship Award (£50000) 2015



UNIVERSITY OF  
**OXFORD**

# Academic CV Example-Career

## TEACHING EXPERIENCE

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### **Tutor, University of Oxford and Nottingham University (2015-2022)**

- Delivering practical and tutorial sessions for courses in Molecular Biology and Developmental Biology for groups of up to 30 undergraduate students
- Responsible for prior-assessment of curriculum, development of suitable resources in collaboration with other presenters, organisation and delivery of sessions and coursework marking and feedback

### **Mentor/Supervisor, University of Oxford (2019-2022)**

- Training junior lab members in practical techniques to ensure competence and personal safety

### **Demonstrator, The Open University (2019)**

- Level 2 course, Plant Physiology Summer School
- Assisting with the delivery of this pre-designed practical course, helping students to run their experiments and analyse the results

## ADDITIONAL RELEVANT EXPERIENCE

---

### **Assistant Information Officer, ICI Agrochemicals (2012-2011)**

- Working as part of a team of four to provide a scientific and commercial information service to more than 200 scientists at an international research centre
- Assisting in the training of scientists in the use of information retrieval tools

### **Laboratory Assistant, British Gas plc (2010-2011)**

- Temporary gap year position, assisting with chemical sample analysis from research pipeline

# Research Experience Sample



## Research Experience

### **Harvard University**

*PhD Researcher*

Cambridge, MA  
Feb. 2014 – present

- Use microscopy to study structure and dynamics of various systems
- Investigate fluctuations in specific crystals, and analyze data in Matlab
- Discovered novel structure of gels formed by oppositely charged particles
- Gave presentation at national conference to 50 attendees

### **University of Oxford**

*Master's Researcher*

Oxford, UK  
Sep. 2013 – Aug. 2014

- Prepared paramagnetic salts and characterized hydrostaticity for ultra-high-pressure physics
- Conducted extensive data analysis via MatLab
- Interpreted technical material for non-technical audience at local physics conference

### **Stanford University**

*Summer Undergraduate Researcher*

Stanford, CA  
June – Aug. 2008

- Studied relationship between knot theory and quantum field theory
- Computed values of various figure-eight knots. Presented results to 10 research team members

### **European Organisation for Nuclear Research (CERN)**

*Summer Undergraduate Researcher*

Geneva, Switzerland  
June – Sep. 2010

- Tested detectors for specific nuclear barrels

# Research Experience Sample



## Research Experience

---

**PhD Researcher** | Harvard University

*Cambridge, MA*

- Spearheaded collaboration between 2 principal investigators in department for thesis work
- Identified novel genetic requirement for dietary restriction-mediated beneficial effects in mice
- Presented work at local and international scientific meetings

*Sept 2011 - Present*

**MSc Researcher** | Cambridge University

*Cambridge, UK*

- Worked in 3 laboratories in Turkey and France to characterize epigenetic regulation in liver cancer
- Defended thesis to jury of 3 professors and department of ~60 researchers

*2009 - 2011*

# Research Experience Sample



## RESEARCH EXPERIENCE

### Harvard Medical School

Boston, MA

*Graduate Researcher*

2012 – Present

- Designed and executed novel biochemical experiments to test epigenetic inheritance of silent chromatin in budding yeast
- Developed protocol for and mentored 3 postdocs on nucleosome reconstitution
- Developed thermodynamic model to analyze electromobility supershift assays
- Performed statistical analysis on data sets using Excel and Prism Graphpad
- Collaborated with postdocs, a structure biology lab in Germany, and simulation scientists from Denmark and Australia

### Nanyang Technological University

Singapore

*Research Associate*

2009 – 2011

- Managed and negotiated ordering for lab consumables, equipment, and services. Assisted in lab maintenance and organization
- Initiated, designed, and executed 2 independent projects, studying aggregation behavior of nucleosome core particles (NCP), and the self-assembly of NCP-liposome complexes
- Performed statistical analysis on data sets using Origin
- Mentored and trained 2 graduate students

# Experience Section Sample

## RESEARCH AND TECHNICAL EXPERIENCE

**Harvard University**

*Graduate Researcher*

Cambridge, MA

2015 – Present

- Discovered and characterized carbon-cycling and energy-generating metabolisms in deep sea hydrothermal vent microbes using molecular, bioinformatic, microbiological, and geochemical approaches.
- Established next generation sequencing collaborations between 5 academic institutions and sequencing facilities.
- Led field collections and *in situ* instrumentation with deep sea submersible for research cruises in Gulf of Mexico at hydrocarbon seep-and oil spill-contaminated sediments.
- Developed novel bioreactor systems to mimic seafloor environment and study high temperature metabolism.
- Mentored 3 undergraduate student research projects in microbial molecular biology and enrichment technology.

**American Journal Experts**

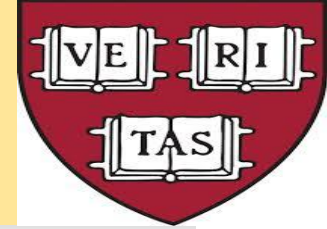
*Scientific Editor*

Cambridge, MA

2011 – 2014

- Reviewed and revised papers for non-native English speakers in a broad range of subject areas including Cell Biology, Bioengineering, Biotechnology, Chemistry, Genetics, Geology, Neuroscience, Nutrition, Physiology, and Systems Biology.
- Advised over 300 individuals in writing and preparation of manuscripts for publication.
- Recruited 6 editors in life sciences and engineering fields at Stanford and Harvard University.
- Received Top Editor Award (95th percentile) in Biological and Environmental Sciences based on quality and deliverables.

# Experience Section Sample



## LEADERSHIP/TEAMWORK EXPERIENCE

**Harvard Office of Technology Development**

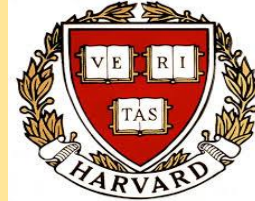
Boston, MA

*Fellow of Early Technology Assessment*

Jan 2016 – Present

- Analysed potential applications for 4 cases of new technologies from the Harvard biomedical community
- Performed prior art search to facilitate IP development
- Evaluated potential market to project the size and value of new biotechnologies
- Performed competitor analysis by investigating companies with related products on the market or in pipelines
- Evaluated challenges to facilitate strategy development
- Identified companies with necessary expertise and resources to bring technologies to market

# Experience Section Sample



## TEACHING AND MENTORING EXPERIENCE

### Harvard University

*Head Teaching Fellow*

Cambridge, MA

Jan 2017 - Present

- Assist professors Henry Louis Gates Jr. and Lawrence Bobo with administrative duties for *Introduction to African American Studies* including managing course website.
- Work with professors to revise course syllabus, create midterm and final exams, and writing assignments.
- Lead teaching fellow team consisting of 5 graduate student colleagues. Provide teaching advice and support, hold weekly meetings to discuss lesson plans, teaching strategies, and assignments.

### Harvard University

*Freshman Proctor*

Cambridge, MA

August 2016 - Present

- Reside in freshman dorm and create academic and social community for 32 first-year students.
- Provide personal and academic advising to students.
- Serve as academic advisor to 5 students. Help students plan course schedules, assist with academic difficulties, and guide them with overall plan of study.
- Implement and enforce rules and regulations of Harvard College. Work with Resident Dean and veteran proctors to determine best disciplinary responses.

# Experience Section Sample



## ADDITIONAL EXPERIENCE

### ***Cultural Anthropology (Journal)***

*Contributing Editor*

Dec 2016 - Present

- Developed content for and strategized branding of journal through social media activities (Twitter, Facebook) as part of Social Media Team.
- Analyzed data (Google Analytics) to improve site content and increase site traffic.
- Edited 4 articles submitted to journal.

### **University of California Berkeley**

Berkeley, CA

*Research and Outreach Program Assistant*

July 2011 - July 2011, Jan 2013 - Aug 2013

- Supported faculty with molecular ecology experiments and administrative tasks.
- Facilitated public education and outreach efforts, such as Biotechnology Outreach Program (21 events on 4 islands) and Gene-ius Day Program for elementary students (4 events).

### **Golden Key International Honor Society**

Berkeley, CA

*Director of Members and Honorary Members*

Aug 2011 - May 2013

- Planned and managed 18 volunteer opportunities, 2 blood drives, and 4 award ceremonies.
- Supervised ~10 undergraduate volunteers at each event.
- Trained 2 incoming directors to use student and alumni database.
- Analyzed attendee data to improve structure and content of future award ceremonies.

# **Publication and Conferences**

# Publications Section Sample

## PUBLICATIONS

- **A Demir** and D Moazed. *In preparation*. Sir3 cooperative binding to chromatin conferred by its C-terminal winged helix dimerization domain mediates silent chromatin assembly in *S. cerevisiae*.
- F Wang, G Li, **A Demir**, MA Currie, A Johnson, D Moazed (2015). "Heterochromatin protein Sir3 induces contacts between the amino terminus of histone H4 and nucleosomal DNA." *Proc Natl Acad Sci USA* 110(21): 8495-8500.
- NV Bereznoy, D Lundberg, N Korolev, **A Demir**, J Yan, M Miguel, B Lindman, L Nordenskiöld (2014). "Supramolecular organization in self-assembly of chromatin and cationic lipid bilayers is controlled by membrane charge density." *Biomacromolecules* 13(12):4146-4157.
- Y Liu, **A Demir**, Y Yang, YP Fan, N Korolev, L Nordenskiöld (2013). "Influence of histone tails and H4 tail acetylations on nucleosome-nucleosome interactions." *J Mol Biol* 414(5): 749-764.
- D Lundberg, NV Bereznoy, **A Demir**, N Korolev, CJ Su, V Alfredsson, MG Miguel, B Lindman and L Nordenskiöld (2012). "Interactions between cationic lipid bilayers and model chromatin." *Langmuir* 26 (15): 12488-12492.

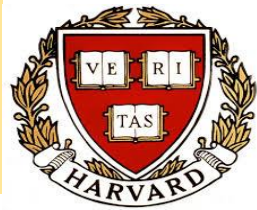
# Conference section sample



## Conferences

10. **M.R. Fernandes**, J. McKinlay, S. Suzuki, T.J. Smith, P. Motamedi, 2009, “Delivery of an Anti-cancer Drug from a Magnetically Controlled Mechanical Delivery Device Shows Cytotoxicity”, *The 14<sup>th</sup> International Conference on Solid-State Sensors, Actuators and Microsystems*, Helsinki, Finland, June 11-16.
11. S.L. Wilson, S. Suzuki, **M.R. Fernandes**, P. Motamedi, T.J. Smith, 2010, “Increased Accumulation of Paclitaxel in Cell Lines Following Ultrasound Irradiation”, *Pharmaceutical Sciences World Congress (PSWC)*, Pittsburgh, Pennsylvania, USA, Oct 11 to 15.
12. **M.R. Fernandes**, J. McKinlay, S. Suzuki, T.J. Smith, P. Motamedi, 2010, “A New Magnetically Controlled Drug Delivery Device”, *The 6<sup>th</sup> International Conference on Magnetic Carriers*, Istanbul, Turkey, Dec 13 to 17.
13. **M.R. Fernandes**, T. Henriksen and F. Dias, 2004, “An Efficient Algorithm for Health Monitoring in Attitude Determination System”, *IEEE International Conference on Systems*, The Hague, Netherlands, June 18-21.
14. **M.R. Fernandes**, T. Henriksen and F. Dias, 2005, “Fault Detection in an Attitude Determination System”, *Proceedings of International Symposium on Collaborative Research in Applied Science (ISOCRIAS)*, Los Angeles, CA.

# Conference section sample



## INVITED TALKS AND CONFERENCE PAPERS

**Harvard University**

*Guest Lecturer*

“The New Negro and the Art versus Propaganda Debate.”

Cambridge, MA

March, 2016

**Society for American Music**

*Conference Presenter*

“In the Service of Racial Uplift: Primitivism and Spirituality in Hall Johnson's *Run, Little Chillun!*”

Lancaster, PA

February, 2016

**Harvard University**

*Guest Lecturer for Introduction to Music*

“In Search of the ‘Real’ America: George Gershwin’s *Porgy and Bess*.”

Cambridge, MA

April, 2015

# Poor Developed Section of Publication

## PUBLICATIONS AND CONFERENCE PRESENTATIONS

*Publications:* 4 refereed journal articles and 2 book chapters.

*Conference Presentations:* 8 refereed conference papers at national conferences.

*Invited Lectures:* 2 invited lectures at universities in Japan and Australia.

# **Honor And Awards**

# Which Awards, Honors, and Accomplishments Matter?

- Academic or athletic awards
- Scholarships
- Awards provided for excellence in voluntary activities
- Awards that target specific academic achievements
- Job-related awards, if you have ever been employed
- Placement on the Dean's list or honor roll
- Exceptional grade point average
- Leadership positions at your school

# Honor And Awards Section

## Honors and Awards

---

List honors or awards you received:

### HONORS AND AWARDS

Award Name, Name of Agency or Organization

YEAR

# Honor And Awards Sample



Stanford  
University

HONORS	PhD Fellowship, Computational Social Science, Meta	2022
	Best Paper Award, KDD 2021 (Applied Data Science Track)	2021
	Outstanding Undergraduate Researcher Award, Computing Research Association	2019
	Graduate Research Fellowship, National Science Foundation	2019
	The Finch Family Fellowship, Stanford University, School of Engineering	2019
	Phi Beta Kappa, Columbia University	2019
	Theodore R. Bashkow Award, Columbia University, Computer Science	2019
	Academic Excellence Award, Columbia University, Computer Science	2019
	Collegiate Award Finalist, National Center for Women and Information Technology	2018
	King's Crown Leadership Award, Innovation and Enhancement, Columbia University	2018

# Languages and Skills

# Languages and Skills Sample

- **Name and level of proficiency (beginner, intermediate, advanced, native etc.) of any language you know**
- **Name and score of any official language tests you have taken (TOEFL, IELTS, etc.,)**

# Languages and Skills Section Sample

## LANGUAGES

Reading knowledge of German, French, and Spanish

## SKILLS

### **Language:**

English – Full professional proficiency

Chinese – Native or bilingual proficiency

# Languages and Skills Section Sample

## Skills and Interests

---

- Computer:** Proficient in programming with C++, Perl, Python; using MS Office, Photoshop, Illustrator, Graphpad Prism
- Languages:** English (bilingual proficiency), Turkish (native), French (beginner)
- Interests:** Ballroom dancing, drawing, graphic design, board games



- **Photo**

- **References**

- If you're asked for **Referees**, include a past employer, teacher, etc.,
- Make sure to ask that person if they will give you a reference, if You're not asked write '**References available on request**' at the end of your CV.

## ◆ Fatima Student ◆

3600 McTavish, Montréal, QC, H3A 0G3, fatima.student@mail.mcgill.ca; 514-398-3334

### EDUCATION

- Bachelor of Arts and Science, Economics and Mathematics** 2014 - 2017  
McGill University, Montréal, Canada
- Minor in History
  - Exchange term at University of Edinburgh (Winter 2015)
- International Baccalaureate Diploma** 2014  
XYZ International School, Beirut, Lebanon

### CAREER-RELATED EXPERIENCE

- Research and Event Planning Intern** Summer 2016  
United Nations, New York, USA
- Researched the advantages of micro financing for female farmers in West Africa
  - Assisted with planning for annual agriculture conference
  - Translated English conference documents to French and Arabic
- VP Finance** 2015 - 2016  
McGill Arab Students' Association, Montréal, Canada
- Managed the annual budget for one of McGill's largest student associations
- Assistant Analyst Intern** Summer 2015  
ABC Bank, Hong Kong, China
- Translated English financial documents to French and Arabic
  - Documented trade transactions and entered data into Excel
- Receptionist** 2012 - 2014  
SFT Shipping, Beirut, Lebanon
- Answered client inquiries on the phone and in person in a trilingual environment
  - Updated client accounts and entered import and export data

### SKILLS AND INTERESTS

**Languages:** English, French and Arabic: Fluent, Hebrew: Intermediate, Mandarin: Basic

**Software:** PowerPoint, Excel and Word

**Interests:** Reading (Politics, Technology), Painting and Genealogy

**Sports:** Basketball (Team Captain in high school, intramurals at McGill), Ultimate Frisbee and Golf

**World Travel:** Australia, Germany, France, UK, Israel, Jordan, Egypt, USA and Canada

◆ REFERENCES AVAILABLE UPON REQUEST ◆

# References including:

- **Name**
- **Role**
- **contact information (E-mail)**
  
- Primarily your **university teachers and professors** or references who know you in a professional working capacity, i.e. from your jobs

# Things to Include on a Reference List

## DO'S

Include full contact information:

Name, title —————• Karen Dolan  
Human Resources Manager

Company, company's address —————• XYZ Company  
1234 Division street  
San Francisco CA 94016

Phone number —————• (123) 456-7890

Email —————• k.dolan@xzy.com

## References

Richard Dotmer  
Regional Supervisor  
Top Line Industries  
San Francisco CA 94016

r.dotmer@toplineindustries.com

## DONT'S

Don't include references with incomplete information.

Don't include a reference without asking their permission.

Don't send your reference list with your first batch of application materials.

# References Sample

## **REFERENCES**

Prof G Stone (Supervisor)  
Dept Chemistry  
University of Leicester  
University Road  
Leicester LE3 7TH  
Tel: 0116 345345  
Email: [R.stone@le.ac.uk](mailto:R.stone@le.ac.uk)

Prof Iain MacDonald (Supervisor, Placement)  
School of Microbiology  
University of Denver  
University Boulevard  
11230 USA  
Tel: 00 303 234 56757  
Email: [I.Macdonald@DU.edu/](mailto:I.Macdonald@DU.edu/)

Dr H Harmon (Employer)  
Dept Chemistry  
University of Leicester  
University Road  
Leicester LE3 7TH  
Tel: 0116 345346  
Email: [D.arm3@le.ac.uk](mailto:D.arm3@le.ac.uk)

**REVIEW**

# YOUR NAME

101 Main Street, Berkeley, CA 94713  
(555) 555-5555 | username@berkeley.edu

## EDUCATION

**PhD, Discipline Area**

Expected December 20XX

*School if appropriate, University of California, Berkeley*

- *Dissertation:* title or topic
- *Committee:* optional, you may wish to include names of your committee members

**MPH (or other Master's degree), Discipline Area**

August 20XX

*School if appropriate, University Name*

- *Master's Thesis:* title or topic
- Certifications or other pertinent information, you may also wish to include awards here (or in a later section)

**BA (or other Bachelor's degree), *cum laude (optional)*, Discipline Area**

May 20XX

*University Name*

## SUMMARY OF RESEARCH SKILLS (optional section, examples below)

Project management \* grant and proposal writing \* research methodology & design \* Institutional Review Board clearance \* participant recruitment \* data collection \* data management \* statistical analysis (SPSS, Mplus, ATLAS.ti) \* online survey design and programming (Qualtrics) \* oral presentations \* cost effectiveness analysis

## RESEARCH INTERESTS (optional section, examples below)

Obesity \* obesity related co-morbidities \* physical activity \* nutrition \* social support \* technology-based health interventions \* structural equation modeling \* health behavior theory \* health communications \* research dissemination & translation

## AWARDS AND HONORS

- Funding Agency (agency or departmental/university award), Type or Title of Award, 20XX-20XX, amount (optional)
- This section demonstrates how you are recognized by your department or professional organizations
- Award amounts may demonstrate your ability to win grants or manage funds

## RESEARCH EXPERIENCE

**Dissertation Research**

January 20XX - Present

*UCB School/Department*

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

## PROFESSIONAL EXPERIENCE

### Title

Aug 20XX – May 20XX

*Company/Organization, City, State or Country*

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

### Title

June 20XX - Aug 20XX

*Company/Organization, City, State or Country*

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

### Title

April 20XX – Aug 20XX

*Company/Organization, City, State or Country*

- Begin each bullet with a skills-based action verb
- Be sure to quantify your accomplishments, not just describe tasks and responsibilities
- Use keywords that demonstrate your knowledge of the field and technologies as appropriate
- More details
- More details
- More details

## PUBLICATIONS AND PRESENTATIONS

### *Publications*

- Use the citation structure appropriate for your discipline.
- You may have separate sections (in process, in press, etc)
- Bold your name within the list of authors

### *Oral Presentations*

- Use the citation structure appropriate for your discipline.
- You may have separate sections (accepted, guest lecturer, etc)
- Bold your name within the list of authors if appropriate

Starts with education before moving on to relevant experiences.

Emphasize your name and headings using all caps, a larger font size, bold, etc.

# JANE K. DOE

10 PrepScholar Road • Chicago, IL 60623 • (555) 555-6834 • janekdoe@prepscholar.com

## EDUCATION

**University of Chicago**, Chicago, IL Jun. 2016  
Bachelor of Arts, English Language and Literature  
Cumulative GPA 3.71/4.00, Dean's list, National Merit Scholar

Lines divide sections for easy reading.

## EDUCATION EXPERIENCE

**PrepScholar Tutors**, Chicago, IL *ACT Teacher*, Dec. 2016-Present

- Lead classes of 15-25 students at schools all over the Chicago area
- Create lesson plans for all four ACT subject areas

**Study & Prep**, Chicago, IL *Tutor*, Jun. 2016-Present

- Instruct students on ACT test prep, college essay writing, and other subjects
- Review and edit students' essays
- Communicate with students, parents, and managers in a clear, timely manner

Uses reverse chronological order.

**Bookmark Scholar**, Chicago, IL *Literacy Intern*, Jul.-Sept. 2014

- Recruited and supervised volunteers
- Managed online contact database for volunteers and donors
- Ran literacy programs for groups of up to 20 students each to assist diverse

Employs bullet points and strong action verbs.

Uses clear

Uses clear headings relevant to field of study.

- ran literacy programs for groups of up to 20 students each to assist diverse children and teenagers develop reading and writing skills

## COMMUNICATIONS EXPERIENCE

---

**TeachYou Apps**, San Francisco, CA *Writer and Editor*, Jun. 2016-Present

- Edit test materials for grammar and content, and replace questions as needed
- Create videos explaining solutions to reading test questions
- Compose blog entries about test prep utilizing SEO keywords

**Fun & Fluent**, Chicago, IL *Marketing Intern*, Nov. 2015-Jan. 2016

- Directed incoming calls, addressed inquiries, and scheduled classes
- Customized marketing materials, emails, and online listings
- Created, revised, and reformatted flyers and other communications

## ADMINISTRATIVE EXPERIENCE

---

**PS Arts**, Chicago, IL *Administrative Assistant*, Nov. 2015-Jun. 2016

- Researched possible grants and organized them in a spreadsheet
- Updated online postings, created surveys, and organized data

**Orthopedics Independent**, Portland, OR *Receptionist*, Jul.-Sept. 2015

- Checked in patients and collected copays
- Scheduled appointments and recorded patient information in the database
- Answered the phone and addressed patient problems and questions

## SKILLS

---

**Computer:** Microsoft Office Suite, Adobe Photoshop, Constant Contact

**Languages:** Proficient in Spanish

Most people end their resumes with a list of relevant skills and/or certifications.

Starts with education before moving on to relevant experiences.

Emphasize your name and headings using all caps, a larger font size, bold, etc.

## JANE K. DOE

10 PrepScholar Road • Chicago, IL 60623 • (555) 555-6834 • janekdoe@prepscholar.com

### EDUCATION

University of Chicago, Chicago, IL Jun. 2016  
Bachelor of Arts, English Language and Literature  
Cumulative GPA 3.71/4.00, Dean's list, National Merit Scholar

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- Review and edit students' essays
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Uses clear headings relevant to field of study.

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- Scheduled appointments and recorded patient information in the database
- Answered the phone and addressed patient problems and questions

### SKILLS

Computer: Microsoft Office Suite, Adobe Photoshop, Constant Contact

Languages: Proficient in Spanish

Most people end their resumes with a list of relevant skills and/or certifications.

## Regina Smith

5 PrepScholar Avenue :: Seattle, WA 98116 :: (555) 555-7777 :: reginasmith@prepscholar.com

### EDUCATION

University of Washington, Seattle, WA June 2013  
Bachelor of Arts, Asia Studies with Japan concentration  
o Minor in Communications  
o Cumulative GPA: 3.81/4.00, cum laude

Sophia University, Tokyo, Japan March 2012 – August 2012  
CIEE Arts and Sciences Study Abroad Program  
o Resided with a host family in Ueno  
o Enrolled in courses on Japanese language, history, religion, and art

### PROFESSIONAL HISTORY

Consulate-General of Japan in Seattle, Seattle, WA August 2016 – present  
*Administrative Assistant*  
o Manage the front desk by assisting patrons and answering the telephone  
o Schedule meetings and aid in coordination of consulate events  
o Assist JET Coordinator with social media outreach

Hokkaido Prefectural Board of Education, Sapporo, Japan July 2013 – July 2016  
*Assistant Language Teacher (ALT) via the JET Program*  
o Instructed 15 weekly high school English courses  
o Collaborated daily with Japanese Teachers of English (JTEs) on various projects, activities, and lesson plans  
o Served as judge for annual English speech contest

### EXTRACURRICULAR ACTIVITIES

Japan Club, University of Washington September 2012 – June 2013  
*President*  
o Coordinated club excursions to various Japan-related locales and events  
o Supervised weekly meetings  
o Facilitated letter correspondence with Japanese students at Sophia University

Japanese Cultural Festival, Seattle, WA April 2011  
*Volunteer*  
o Oversaw Japan-language booth and passed out flyers  
o Assisted with festival setup

### HONORS & AWARDS

Japan Studies Award of Excellence, University of Washington June 2013  
Dean's list, University of Washington Fall 2009 – Spring 2013

### SKILLS & CERTIFICATIONS

Japanese-Language Proficiency Test (JLPT) N2 Certification February 2016  
Proficient in Google Drive, Microsoft Office, and Adobe InDesign

**Certified Project Management Professional (PMP®), with 4 years of experience focused on developing new business ideas and leading high-impact projects. Looking forward to apply my knowledge and experience in project management and learn new techniques.**

**Senior Business Analyst** 04/2017 - present  
Takamol Holding, Riyadh, Saudi Arabia

- Leading a major project of over 70M budget that aims to reduce population displacement which impacted more than 7000 people.
- Successfully saved 6% of the planned budget through revising critical aspects in the scope and contracts.
- Supported the establishment of the Business Development department within the Unit by identifying and developing the detailed activities and process flow & interactions with other departments and units.
- Completed business development/proposals for 7 projects which included (financial studies, feasibility studies, return of investments (ROI) and business models).

**Business Analyst** 10/2015 – 04/2017  
Takamol Holding, Riyadh, Saudi Arabia

- Led a sub-project with over 4M budget and more than 20 people in the team.
- Completed the project ahead of schedule and under budget.
- Involved in enhancing and expanding one of the government projects which included (Developing Revenue Models, Interaction and Governance Model, Scope of Work and Service Provider Prequalification Process, and Identifying Key Performance Indicators (KPIs)).

**Assistant Project Manager** 05/2015 – 10/2015  
Takamol Holding, Riyadh, Saudi Arabia

- Initiated the national program "Kawadir", by identifying the problem statement, and conducting situation analysis, then came up with solution options and recommendations.

# Good CV

## What Are The Characteristics Of A Good CV?

- **Builds Credibility.**
- **Clearly Shows Your Career Path.**
- **Portrays Relevant Skills.**
- **Shows You Understand The Role.**
- **Is Customized For The Job.**
- **Illustrates That You Would Fit Into The Culture Of The Organization.**
- **Make Your CV Great Again**

# SAMPLE RESEARCH RESUME

## PATTY SHRUCE

pattys@stanford.edu (555) 555-1115  
12124 Jensen Ct., Owings Mills, MD 21117

- OBJECTIVE** A position in education research, utilizing research skills and knowledge of underserved populations
- EDUCATION** **Stanford University**, Stanford, CA  
6/XX **MA Sociology**, GPA 3.8/4.0; **BA Urban Studies with Honors**, GPA 3.9/4.0  
**Coursework:** Advanced Models for Discrete Outcomes, Statistical Analysis in Education: Regression, Data Management Analysis in Social Science  
4/XX-6/XX **Bing Stanford in Washington DC Program**
- RELEVANT COURSE PAPERS**  
“School Failure and Juvenile Delinquency”  
“High School Dropouts and Making School Relevant”  
“Money Matters: A Critique of Evidence Supporting the Privatization of Education”  
“Urban Public Policy Memo: Incorporating Teachers into Federal Education Policies”
- RESEARCH EXPERIENCE**  
5/XX-5/XX **Independent Researcher**, Stanford University Senior Honors Thesis, Stanford, CA  
• Conducted quantitative analysis of national data set on family income and child cognitive development  
• Presented clear and compelling research at Stanford University Research and Public Service Symposium  
4/XX-7/XX **Research Assistant**, Urban Institute, Education Policy Center; Housing Policy Center, Washington, DC  
• Synthesized array of research on vocational education; wrote research brief for grant submission  
• Designed maps from data on subprime mortgage loans and foreclosures for presentation on housing crisis

### TEACHING EXPERIENCE

## TEACHING EXPERIENCE

- 9/XX-12/XX **Hebrew Language and Judaic Studies Teacher**, Palo Alto School for Jewish Education, Palo Alto, CA
- Responsible for 10 to 12 students in grades 2 and 6 including students with learning disabilities
  - Challenged students to think critically/openly about Jewish identities, Bible stories, relationship with Israel
- 9/XX-3/XX **Tutor**, Stanford University Ravenswood Reads Program, Palo Alto, CA
- Prepared lessons, tutored, and mentored second grader in reading, phonics, and vocabulary
  - Strengthened ability to connect/engage with low-income, minority students to strengthen academic skills
- 6/XX-8/XX **First Grade Teacher**, Johns Hopkins University, Center for Summer Learning, Baltimore City, MD
- Flexibly adapted detailed reading and math lesson plans to range of student learning styles and levels
  - Enhanced cultural competence through teaching in a poverty-stricken urban area
- 6/XX-7/XX **Camp Counselor**, Summer Stock Performing Arts Camp, Hunt Valley, MD
- 4/XX-5/XX **Intern**, Campfield Early Childhood Learning/Developing Center, Pikesville, MD

## LEADERSHIP ACTIVITIES

- 8/XX-6/XX **Program Creator and Instructor**, Arab-Jewish Community Center, Jaffa, Israel
- Pioneered program to empower and foster mutual respect/ understanding between Jewish and Arab youth
  - Developed, choreographed, and taught after-school Hip-Hop Dance Club classes
- 3/XX-4/XX **Student Ambassador**, Stanford University Alternative Spring Break Program, Sacramento, CA
- Engaged with state policymakers, Superintendent of public schools, and leaders of education non-profits
  - Discussed challenge of narrowing achievement gaps with fiscal crisis/ reduction of education budget
- 3/XX-3/XX **President**, Stanford Jewish Student Association, Stanford University, CA
- Spearheaded directional shift to community building: results include revolutionizing image from religious to cultural group, increasing budget seven-fold, expanding and restructuring student board

## HONORS AND AWARDS

- 5/XX
- School of Education Award: Best Written Honors Thesis
  - Department of Urban Studies Award: Excellence in Honors Thesis Presentation
- 5/XX
- Haas Center for Public Service Urban Summer Fellowship

# Cover letter

COVER  
LETTERS

still  
matter



Your Name  
Street Address  
City, State Zip Code

Month Day, Year

Contact Name  
Title (if known)  
Organization Name  
Street Address  
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

**Opening paragraph:** Clearly state why you are writing. If applying for a job, indicate the position title and where you saw it advertised. If you were referred to the position from someone within the organization, or by someone the addressee knows, mention that as well. You may want to add a sentence on why you feel you are a good fit for the position.

**Middle paragraph(s):** You should have one or two paragraphs that elaborate on how you have developed the relevant skills required for the job, and any relevant experiences or education you have acquired. Providing an example can help you emphasize your point. Of equal importance is your argument for how your interest in both the *job* and the *organization* developed. You will want to ensure that you include your interest and why it would be a logical decision to hire you.

**Closing paragraph:** Express interest in speaking with the addressee further in a personal interview, and indicate that you will follow up within an appropriate time frame. Thank them for their time and consideration of your application.

Sincerely,

Name (typed)

COVER  
LETTERS

still  
matter



[Your Name]

[Address]

[Hiring manager's name]

[Hiring manager's company name]

[Company address]

[Today's Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms **[Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title]**, currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over **[time period]** experience in the **[Sector]** industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a **[job title] at [employer name]**, I have been responsible for **[Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue]**, which when coupled with my enthusiasm and dedication **[insert skills relevant to the role – usually found in the job description]**, has helped the business to **[measure of success]**.

I am confident that I can bring this level of success with me to your organisation and help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

[Your name]

[contact phone number]

[Signature - if desired]

# Resumes & Cover Letters for PhD Students

# Resume/CV Guide

Your CV IS:

THE STORY OF YOUR LIFE



**What you've done  
and  
what you can do**  
**Don't be afraid to  
generate your own**