RESUME WRITING

Your resume is an integral part of your job search. It functions as your personal marketing brochure, and its main purpose is to secure interviews from interested employers. Your resume should convey who you are and highlight your qualifications and skills.

Preparation

Through preparation and organization, you can develop an effective resume. Start with a careful and accurate assessment of your career objective, educational background, work history, projects, skills, achievements, activities, interests, and other experiences. Analyze and describe these experiences in terms of "skills" and "results." What can you do? What experiences and skills do you want to highlight? Remember that employers view your resume as a direct reflection of you.

Points to Remember

Readers will initially skim your resume in 15 seconds or less. If your resume gets pulled away at the 15th second, what key words should an employer remember, and how can you achieve this? A quality resume is accurate, descriptive, brief, easy-to-read, and aesthetically pleasing to the eye. Remember these essential points:

- Speak positively about yourself, e.g., "Successfully saved employer $100,000 annually."

- Be specific and direct.

- Use action verbs that clearly state your skills and experience, e.g., "Designed," "Analyzed." Avoid using the same action verb repeatedly. See the list of action verbs later in this handout for more examples.

- Showcase a professional image with an immaculate, eye-pleasing appearance, utilizing effective spacing, margins, and headings.

- Be consistent and strategic in use of indentation, bullets, capitalization, bolding, and spacing.

- Avoid underlining and italics, which may be difficult to read in photocopies and cause issues when uploading to an applicant tracking system.

- Format your dates in the same location and style throughout the resume (full months, abbreviated, numeric, etc.).

- Use a format that best displays your unique background. You can tailor headings to highlight and expand on your strengths, e.g., "Software Development Experience" or "Project Experience."

- Modify your resume toward particular types of jobs. You might consider having a few different versions of your resume to highlight experiences in relation to different jobs. If you are a double major, you should have different versions of your resume for jobs in each field of study.

- There is absolutely no excuse for spelling and typographical errors on a resume. Mistakes indicate carelessness and will rule you out as a candidate. Proofread your resume several times and use a dictionary when in doubt about spelling. Note: Spellcheck does not recognize errors in words using all capital letters, such as headings and acronyms.

- Ask others to read your resume and tell you what they learned about you from it. Make sure that what they remember is the image you want to portray.

- Keep your resume to one page in length, unless you have had significant experience related to your career goals.

- If you go onto a second page, make sure you use at least half of the additional page. Also, make sure your name and page number are on the second and subsequent pages. Graduate students may have a two-page resume, provided that the second page is at least half full.

Resume Formats

The Chronological Resume

The chronological resume is the most common resume format and the one that we recommend WPI students use. It presents a clean and organized layout that highlights the most important and relevant information about you. Within each section, items are listed in reverse chronological order, starting with the most recent and working backwards. Advantages of the chronological resume include:

- Professional interviewers are more familiar with it and it answers their essential question, "What are your most recent experiences?"

- It is the quickest format to prepare since it is structured by titles, companies, and dates.

- It shows your employment record.

- It provides the interviewer with a guide for discussing work experience.

Curriculum Vitae (CV)

The curriculum vitae is highly specialized and used mainly by people pursuing academic or research-focused positions. It generally follows the chronological resume format. Many PhD students will have a CV. The CDC has a separate **Curriculum Vitae** tip sheet for guidance on creating this type of resume.

Resume Content

Resumes should be strategically organized to highlight your most significant qualifications and experiences.

The following are typical categories you may use to organize your resume:

Identification/Contact Information

- Name – this may be larger in font than the rest of your resume and should be bolded and centered.

- Address – list both your school and permanent address while you are a student. Your school address goes on the left, your permanent address on the right. Your permanent address is the address found on your passport or driver's license. If your permanent address is in another country, you may not want to include it, as you might not be able to readily get mail from there.

- Telephone number including area code – list the preferred phone number for potential employers to reach you. Do not use telephone numbers in other countries. Do not list a home phone number if you are not living there. Also, do not list the main WPI phone number or your academic department's number. This can be centered or on the right if your address is on the left. Be sure to have a professional voicemail message.

- Email address – remove the hyperlink on your email address from your printed resume. This can be centered or on the right if your address is on the left.

- Optional: LinkedIn web address or electronic portfolio (note: this is especially important for IMGD and Robotics students)

Do not include personal identifying information such as marital status, number of children, height, weight, age, sex, race, religion, and national origin, as well as a

photograph. It is not recommended to provide this data in the United States due to potential discrimination. If you have reason to believe that some personal data will give you an advantage (e.g., U.S. citizenship, permanent residence), place under your name or indicate it in your cover letter.

Do not reduce the font size of your identification information below 10-point font. If your resume isn't readable, you will not be contacted for the interview.

Objective

The Objective statement, displayed at the top of your resume, tells the reader what you would like to do or for what position you are applying. You may choose to state a professional field followed by specialty areas. The statement might also include desired tasks and responsibilities, job titles, types of organizations, industries, or products that interest you.

When writing your Objective, avoid cliché phrases and words such as, "to obtain a position…," "challenging," or "utilizing my education and experience." Such attributes are sought by everyone and do not provide the reader with a sense of the type of role you are seeking in their organization.

Be concise with your objective:

Examples:

Summer internship in computer science

Entry-level mechanical engineer with a focus on design

Full-time electrical and computer engineering position

The Objective should match the job to which you are applying. However, if you will be handing out your resume at a Career Fair, you should use your major so as not to exclude you from any potential jobs, e.g., "Summer internship in biomedical engineering."

If you find yourself unable to clearly state your Objective, take advantage of the resources and staff at the CDC. Even if you have identified a career path, the CDC can help you locate appropriate job titles.

Education

If you are about to graduate or are a recent graduate, your education will be one of your strongest selling points. This section includes the degree earned or degree being pursued, name of the university or college, and date of graduation or expected graduation (you need not mention the word "expected"). Bold either your degree/major or your school. In addition, you should list any minors as well as concentrations within your field of study. You should include your GPA if it is a 3.0 or higher.

Examples:

Worcester Polytechnic Institute (WPI), Worcester, MA
Bachelor of Science in Computer Science, GPA 3.8,/4.0 May 2016

Worcester Polytechnic Institute (WPI), Worcester, MA
Master of Science in Biomedical Engineering, GPA 3.3/4.0, May 2014

If you pursue the BS/MS program, your master's degree should be above your bachelor's degree. You will only add in your master's degree once you have been accepted and have begun taking classes. An example:

Examples:

Master of Science, Mechanical Engineering, May 2015
Bachelor of Science, Mechanical Engineering, May 2014
Worcester Polytechnic Institute (WPI), Worcester MA

In this section you may also include advanced or special "Relevant Courses." These do not need to be listed reverse chronologically but should be listed according to your Objective. You may include course names in a list format separated by commas or in two columns. Use official course names rather than numeric course numbers. If you are a senior or second year graduate

student, it may not be necessary to list Relevant Courses since the employer will assume that you have completed your course work. However, if there are courses you have taken that may be outside the realm of your major but are relevant to the job, you may include them.

If you have earned a significant portion of your college expenses, including loans that you will repay, you may add a line under the university and degree that says "Self-funded" or Independently Funded."

Projects

This is an essential section for WPI students and recent graduates as it enables you to highlight your MQP, IQP, GPS, and any course, design, or lab projects that support your technical preparation. Use the full name of the project or course, e.g., "Great Problems Seminar (GPS)," "Interactive Qualifying Project (IQP)," and "Major Qualifying Project (MQP)." For GPS, be sure to add a colon followed by the specific course name (i.e., "Heal the World").

Example:

> Great Problems Seminar (GPS): Heal the World, WPI, Aug 2012 – Dec 2013

You may format your IQP and MQP like this if the information fits on one line. Otherwise, include the name of the project in your description instead.

How to Write about Your Project

As you write your project descriptions, use the following questions as guidelines. Use action verbs to begin every sentence:

- Did you work on a team? Did you work on an interdisciplinary team?

- What did YOU do on that project?

- How did you do it? What process did you employ?

- What did you use? Think about technical skills or programs and be sure to name them.

- What was the outcome? Did you write a report, give a presentation, acquire a patent, provide clean drinking water to a village in a Third World country?

What If My Project Wasn't "Relevant?"

Often, students think that their projects are not "relevant" enough to include on their resumes. However, many employers look for this section in particular when they spot a WPI resume. Many employers are experienced at hiring WPI alumni, or are WPI alumni themselves, and expect to see it. Other employers have never heard of these projects but are interested in knowing more about them.

No matter what your project topic, this section gives you the opportunity to impress employers with the unique educational qualities of the WPI Project Plan. The fact that you gained collaborative skills and possess the ability to work on projects with people in other disciplines is a strong selling feature.

If you have projects that are more relevant than your most recent project, you can divide your projects into sections to position the most relevant project first. For example, if you are a junior mechanical engineering student and you have done a project in one of your classes that is more relevant than your IQP, create a section called "Mechanical Engineering Projects" and put the relevant project and any other suitable projects in that section. Create a subsequent "Projects" section that includes your IQP and other projects.

What If I am a First Year Student or Sophomore?

If you are a first year student or sophomore, you may use this section to focus on projects completed in course work that supports your summer internship goals. Consider lab assignments and class projects that provide insight into what you know so far. Describe

how you carried out the project and what results you achieved, even if the project was a short-term assignment—what did you learn that would apply to the field of study you are pursuing and the kind of internship you are seeking?

In this section you may also include high school projects, Eagle Scout/Gold projects, FIRST Robotics, and independent projects that you completed on your own.

Work Experience

In regard to your previous employment, prospective employers want to know:

- Where and when did you work? Always include months with your dates.

Example:

> **Job Title**, Company, Inc., Worcester, MA, July 2011-Present

- What did you do? How did you do it?

- What did you achieve?

- What were the results of your efforts?

- How does this experience support your career objective?

Develop action verb phrases that highlight job skills that support your stated career objective. Note any supervisory position you have held and emphasize increased levels of responsibility if you moved up within the organization.

Do not start sentences with "I." It is assumed that each sentence is starting with "I," so you need only write the action verb to begin each line, e.g., "Collaborated with…", "Designed…", "Developed…", "Created…", "Supervised…"

Employers want to know that you have work experience, even if it does not relate to your career Objective. You may also include part-time or non-career-related summer work in less detail.

If you have held several jobs, you may divide your Work Experience into "Related Experience" and "Additional Experience." Put jobs that are relevant to your Objective in "Related Experience" and provide a description of the work. Put other jobs into "Additional Experience" with a job title, company, location, and dates.

Example:

> **Additional Experience:**
> **Landscaper**, Pine Farm Landscaping, West Boylston, MA,, May – August

As your resume evolves over your four years at WPI, you should continually revise it to give more space to jobs/projects that are relevant to your Objective and less space to those that are not.

Extracurricular and Community Activities

Extracurricular activities may indicate leadership, teamwork, and involvement.

List activities that support your Objective, demonstrate campus or community involvement, and exemplify your leadership abilities. You can also include organized groups/teams, Greek organizations, athletic teams, and professional associations to which you belong. If you have had several leadership roles, you might consider including a "Leadership" section on your resume. You should put your leadership role in bold first when listing that activity.

Example:

> **President**, Alpha Tau Omega Fraternity, WPI, August 2011- Present

If you have had more than one position in an organization, you may need to pick and choose which roles you keep and which you remove.

If you worked your way through school and were not able to participate in any extracurricular activities, you should indicate that you self-funded your education in the Education section (see previous page).

Technical Skills

This section summarizes your concrete technical knowledge, some of which you should mention in job and project descriptions, as well. It is a simplified listing of specific software, technical tools, equipment, lab techniques, Microsoft packages (list out applications), and any other relevant technical skills. Divide your skill areas into appropriate categories and list the items horizontally from most to least relevant. You do not need to indicate proficiency level on technical skills. If you only have one category, you don't need to break the section into subcategories. Popular subcategories are:

* Computer / Software / Applications (choose one)

* Programming Languages

* Operating Systems

* Lab Techniques / Equipment

* Foreign Language

Do not list "English" under Foreign Language unless you are applying for a job in another country, but do list your proficiency in the language of that country (ex. "Fluent in Spanish").

Additional Information

The following items can be included as sections in the resume if they are pertinent:

* Military experience (may be included in Experience or in its own section)

* Awards/achievements (may be included in an Honors/Awards section)

* Publications, certifications, patents held or pending:

Publications:

> Billiar, K.L., "Tissue mechanics lab: pros and cons of an inquiry approach for juniors," ASME Summer Bioengineering Conference, Keystone, CO, June 2007.
>
> Groccia, J.E., and J.E. Miller. 1996. "Collegiality in the Classroom: The Use of Peer Learning Assistants in Cooperative Learning in Introductory Biology." Innovative Higher Education 21(2), pp. 87-100.

Patents Granted:

> Hunt, Lewis. 1992. Three zone bed cover with an inflatable human form. U.S. Patent 5,146,634, filed September 11, 1991, and issued September 15, 1992.

Patents (Pending):

> Doe, J. 2009. Method to enhance the performance of multimedia-rich applications on computer systems with single-core CPUs. U.S. Patent Application 20000000000, filed January 2009. Patent Pending.

Certifications:

> **CPR Certification**, Worcester, MA, July 2012
>
> **OSHA Certification**, Worcester, MA, July 2012

References

Resumes no longer need to end with the statement "References Available Upon Request." Potential employers assume that you will provide references when asked to do so and do not usually ask for them until after you have had an interview.

Your Personal Website

Providing access to your personal website on your resume may seriously compromise your internet security and is discouraged. During your job search you will likely distribute your resume to many people, who may themselves pass it along to others, meaning that almost anyone could access your site. It is best not

include your website on your resume unless it relates directly to your job search; i.e., if you are a web designer with a website showcasing your portfolio.

If you choose to include your website on your resume, list it in the contact information at the top. Make sure your site does not have any personal information.

Creating Your Resume

Follow these fundamental rules for resume lay-out and production:

- Use 8 ½" by 11" paper.

- Use white or off-white paper. Avoid paper that is "textured." You can purchase resume paper at the WPI bookstore.

- Use only black ink. There should be no color on your resume.

- Don't use a template to create your resume. You will find it frustrating and limiting, and templates may compromise formatting integrity during electronic transmission.

- Use .75 – 1 inch margins around the page and make sure that margins are equal on all four sides.

- Use consistent font style, size, and formatting throughout the resume. For example, if your first section heading is bolded then all section headings need to be bolded. Your name will be the only part in a larger font (12-14).

- Since we read left to right, top to bottom, put the most critical information first towards the top, and place less critical items, like dates, on the right side of the page.

- Laser print your resume so that it is crisp and professional. Do not photocopy.

Electronic and Scannable Resumes

Companies are increasingly requesting that resumes submitted online meet certain rules for successful submission. These formats enable employers to store resumes in databases and later retrieve information from them. If you are asked to prepare one, you must follow the guidelines below to ensure your resume will be successfully viewed.

Electronic Resumes

Electronic resumes are formatted to transmit electronically and are read as text-only files. If you do not format an electronic resume correctly it may not filter properly and could be rejected from the employer's resume database. Follow these formatting rules:

- All text should be left aligned with no bullets or indentations.

- Type font must be no smaller than 10 point font and no larger than 14 point. If even one letter is less than 10 point font, your entire resume will be rejected.

- Absolutely no italics. They are too light.

- Do not use underlining and bolding, which will be distorted when converted into a text format during transmission. Employers do not have the time or resources to clean up a distorted resume before sending it on to hiring managers.

- Use ALL CAPS, lower case, capitalization, and indents for visual breaks and headings.

- Test your resume out by sending it to someone you know before you forward to employers. Ask for feedback on how formatting appears.

Scannable Resumes

Scannable resumes are paper or electronic resumes that are specifically formatted. They are captured as an image and fed through computer programs that recognize and store text in a database. Employers can then search the database to retrieve resumes with certain keywords. To ensure that your resume is retrieved, be sure to integrate important keywords in your resume. Your Technical Skills section is a good place for listing keywords that you want employers to find. Also, be sure to include technical skills and keywords in your descriptions of projects and work experience.

Action Verbs

Below is a list of sample action verbs to use when creating your resume. This is by no means an all-inclusive list but will provide you with some good sample action verbs to start your action-oriented phrases.

accommodated	determined	guided	planned
acquainted	developed	handled	prepared
adapted	devised	headed	prescribed
advertised	diagnosed	illustrated	produced
advised	directed	improved	programmed
advocated	discovered	influenced	recommend
aided	displayed	informed	regulated
analyzed	drafted	innovated	removed
applied	edited	installed	resolved
appraised	educated	instructed	revised
arranged	eliminated	interpreted	scheduled
assigned	endorsed	investigated	serviced
assisted	enhanced	maintained	solved
chaired	established	managed	studied
conferred	estimated	mapped	suggested
consulted	evaluated	measured	supervised
controlled	examined	negotiated	taught
coordinated	exhibited	notified	tested
counseled	familiarized	operated	trained
created	founded	organized	transferred
designated	governed	originated	vetoed
designed	guaranteed	perfected	

Undergraduate Student Sample Resume 1

School Address: 100 Institute Road, Box 123 Worcester, MA 01609	**JANE SMITH** janesmith@wpi.edu 555-555-5555	**Permanent Address:** 45 Lincoln Street Grant, NH 98765

OBJECTIVE: Summer internship related to Biology/Biotechnology.

EDUCATION: **Worcester Polytechnic Institute (WPI),** Worcester, MA
Bachelor of Science in Biology & Biotechnology, GPA 3.7, May 2016

Grant Regional High School (GRHS), Grant, NH
High School Diploma, GPA 3.9, May 2011

Related Coursework:
Experimental Biology, Microbiology, Molecular Genetics Lab, Biochemistry II,
AP Biology, AP Chemistry, Organic Chemistry*, Cell Biology*
(* To be completed by May 2014)

SKILLS: **Lab Techniques:** Cell culture, DNA extraction & purification, fluorescence microscopy, simple protein assay, PCR, enzyme purification, Southern Blot, Western Blot, Northern Blot, Sterile technique, gel electrophoresis, crude protein separation
Computer: DNAStar Software, Microsoft Word, Excel, PowerPoint, Access

PROJECTS: **Molecular Biology, Microbiology, and Genetics,** WPI, August-October 2013
- Prepared solutions and materials for biology labs.
- Utilized pH meters, autoclaves, and pipettes to conduct research and worked with different forms of culture media.

EXPERIENCE: **First Responder,** EMS Squad, WPI, October 2013-present
- Respond to emergency medical calls on campus to examine and administer medical care to patients.
- Serve as a Massachusetts First Responder with current CPR certification.

Shift Supervisor, Ben & Jerry's, Grant, NH, May-August 2010-2012
- Promoted from server to shift supervisor.
- Supervised four employees during shift.

ACTIVITIES: **Phi Sigma Sigma Sorority**, WPI, November 2013-present
Crimson Key Admissions Tour Guide, WPI, August 2013-present
Mu Sigma Delta (Pre-Health Society), WPI, August 2013-present
Student Alumni Society, WPI, August 2013-present
Theater Club, GRHS, September 2008-May 2011

Undergraduate Student Sample Resume 2

School Address:	**JOHN DOE**	Permanent Address:
100 Institute Road, Box 234	johndoe@wpi.edu	45 Lincoln Street
Worcester, MA 01609	555-555-5555	Grant, NH 00000

OBJECTIVE: Summer Internship in Electrical and Computer Engineering with a focus on circuit design.

EDUCATION: **Worcester Polytechnic Institute (WPI),** Worcester, MA
Bachelor of Science in Electrical & Computer Engineering, GPA 3.3, May 2014
Minor in Computer Science

PROJECTS: **Interactive Qualifying Project (IQP)**, London, England, Jan-March 2008
Corporate Information Database for RADAR
Led an interdisciplinary four member team in England which designed and implemented a Corporate Information Database and Intranet for a non-profit organization called The Royal Association for Disability and Rehabilitation (RADAR). Developed system specifications based on user requirements and the organization's goals. Produced customized training materials and tutorials to improve user confidence and utilization. Advised RADAR on future best practice methods of organization.

SKILLS: **Operating Systems:** Unix/DFC Ultrix, DOS, Novell NetWare, SCO Unix
Programming Languages: C++, Pascal, Assembly, Fortran
Applications: Microsoft Word, Excel, PowerPoint, Access

EXPERIENCE: **Computer Operator**, Medical Billing Associates, Peabody, MA, May-Aug 2012
Maintained patient databases and updated pertinent patient information for clients.

Research Assistant, Massport, Boston, MA, May-Aug 2012
Troubleshot WAN and LAN computer systems and installed new PC equipment. Repaired/fixed PCs, upgraded software and performed computer administrative functions.

Computer Consultant, WPI, Aug-May 2011
Provided resolution and instruction to students with either PC or Unix related computer problems. Advised and helped operator staff in maintaining mainframe uptime to a maximum.

LEADERSHIP: **Treasurer**, Eta Kappa Nu (Electrical Honor Society), WPI, Aug 2010-present
Collect and manage funds for chapter and maintain financial records.

ACTIVITIES: **Institute of Electrical & Electronic Engineers (IEEE)**, WPI, Aug 2010-present
Alpha Tau Omega Fraternity, WPI, Nov 2011-present
Club Lacrosse, WPI, Aug 2011-present
Varsity Men's Soccer, WPI, Aug 2012-present

Undergraduate Student Sample Resume 3

Fred Flintstone

Local Address	fflintstone@wpi.edu	Permanent Address
100 Institute Road, Box 100	555-555-5555	1 Dirt Road
Worcester, MA 01609		Bedrock, ME 11111

OBJECTIVE: Summer Internship in Chemical Engineering

EDUCATION: Worcester Polytechnic Institute (WPI), Worcester, MA
Bachelor of Science in Chemical Engineering, GPA 3.4/4.0, May 2016

Bedrock High School, Bedrock ME
High School Diploma, Rank 3/400 Students, June 2012

Related Courses: Introduction to Chemical Engineering, Chemistry I-IV, Calculus I-IV, Physics I-II, Thermodynamics, Chemical Engineering Fundamentals, Elementary Chemical Processes,* Organic Chemistry I*
(* To be completed by May 2013)

SKILLS: **Laboratory –** Spectroscopy (UV, IR, and NMR), microscope, mass and energy balances related to: distillation columns, chemical absorbers, heat exchangers, pumps, and valves
Computer – Microsoft (Word, Excel, PowerPoint, Outlook), Maple, Matlab, SolidWorks, Aspen
Foreign Languages – Intermediate Spanish

PROJECTS: **Kinetics and Reactor Design**, WPI, January - March 2013
Designed efficient and economically feasible distillation column in a team of five. Assessed characteristics to validate final composition and clarity.

Eagle Scout Project, Troop 101, Bedrock, ME, October 2008 - May 2009
Led a team of ten to design and build a gazebo with canopy and benches for the Senior Center which is currently utilized by over 200 senior citizens of Bedrock.

EXPERIENCE: **Grounds Keeper,** Country Club Wonders, Bedrock ME, May - August 2012
Performed routine maintenance on lawns, equipment, and irrigation systems.

Work Study, Career Development Center, WPI, September 2012 - May 2013
Uploaded job opportunities into career management database.

**VOLUNTEER
EXPERIENCE:**   **Referee**, Youth Soccer League, Bedrock ME, August 2006 - June 2008

ACTIVITIES: **Ultimate Frisbee Team,** WPI, October 2012 – Present
American Institute of Chemical Engineers (AIChe), WPI, August 2012 - Present
Chemistry Club, Bedford High School, September 2009 - June 2012

Undergraduate Student Sample Resume with MQP & Internship

ZACHARY SMITH

2005 Einhorn Road • Worcester, MA 01609 • 508-123-4567 • zacharysmith@wpi.edu

OBJECTIVE:
Full time entry-level position in the field of Management Information Systems

EDUCATION:
Bachelor of Science in Management Information Systems, GPA 3.5/4.0   May 2013
Worcester Polytechnic Institute (WPI), Worcester, MA

PROJECTS:
Major Qualifying Project (MQP), Fidelity Investments/WPI, Aug 2012-April 2013
Worked on a team of four students to redesign an interface in Java (formally in PowerBuilder) that controls a system to manage and track mutual funds. Specifically; conducted an analysis of the old system, gathered requirements for the new system, designed a new graphical user interface and began coding the interface using Java, Websphere Application Development Tools and Struts. Wrote implementation and training documents so that the application can be put into production by Fidelity Investments. Gave a PowerPoint presentation of the new system design and proposal to the CIO, CTO, Technical Leads and Project Managers.

Interactive Qualifying Project (IQP), Consumer Product Safety Commission,Washington, DC   Oct-Dec 2011
Worked on an interdisciplinary team of four in assessing risk factors in various types of swimming pools. Made recommendations to the commission in regards to building code regulations and consumer awareness.

COMPUTER SKILLS:
Programming Languages: Java, HTML, Visual Basic, SQL, ASP.net
Applications: Microsoft Office (PowerPoint, Excel, Access, Word, Project), Visible Analyst, Textpad, Niku, Documentum, AS400, Adobe (Photoshop, Illustrator), Dreamweaver, IBM WebSphere

EXPERIENCE:
Software Quality Engineering Intern, CYTYC Corporation**,** Marlborough, MA   Jan 2011-present
Performed and maintained software build and software configuration processes. Developed and executed integration and system test procedures and generated reports. Performed code analysis and code coverage. Wrote test scripts and automated test and build procedures

Research Assistant, Massport**,** Boston, MA   May-Aug 2009-2011
Troubleshot WAN and LAN computer systems and installed new PC equipment. Repaired and fixed PC's and upgraded software. Performed computer administrative functions.

Computer Consultant, WPI   Aug 2008-May 2009
Advised students on either PC or Unix related computer problems. Directed and helped operator staff in maintaining mainframe uptime to a maximum.

ACTIVITIES:
Treasurer/New Member Educator, Alpha Phi Omega (Community Service Fraternity), WPI   Oct 2011-present
Marketing Vice President, Management Information Systems Association, WPI   Sep 2011-present
Eagle Scout, Boy Scouts of America, Meredith, NH,   April 2009

AWARDS:
First Place, Computer Programming Expo, Meredith, NH   May 2010
Class Salutatorian, Meredith High School, Meredith, NH   May 2009

Undergraduate Student Sample with IQP

<table>
<tr>
<td>School Address:
100 Institute Road Box #1234
Worcester, MA 01609</td>
<td align="center">IQP APPLICANT
508-831-5260 •IQP@wpi.edu</td>
<td align="right">Permanent Address:
123 Main Street
Norwood, MA 0206</td>
</tr>
</table>

OBJECTIVE: Acceptance into the Global Perspective Program for an off campus IQP

EDUCATION: Worcester Polytechnic Institute (WPI), Worcester, MA
Bachelor of Science, Chemical Engineering, GPA: 3.83/4.00, May 2016
Minor: Spanish

PROJECTS: **Great Problems Seminar: Grand Challenges**, WPI, Aug-Dec 2012
- Worked on an interdisciplinary team of five to explore and research an innovative and sustainable method for recycling lithium-ion batteries.
- Supervised writing of research paper by taking role as chief editor.
- Presented a poster highlighting results from interviews and data collection as well as proposed solutions and recommendations to improve battery recycling.

Molecularity, Forces, Bonding, Equilibrium, Dynamics, WPI, Aug-May 2012
- Determined the identity of an unknown liquid after testing and comparing experimental data by using pH meters, pipettes, capillaries, picnometers, and Bunsen burners on team of four.
- Identified and characterized unknown amino acids by determining physical, acid-base, and ligating properties.

SKILLS: **Lab Techniques:** Dumas Method, infrared spectroscopy, thin-layer chromatography, acid-base and amino acid titration, Job's Method, nuclear magnetic resonance spectroscopy, UV-visible spectroscopy
Computer: Maple, Microsoft (Word, Excel, PowerPoint, Outlook), Adobe (Photoshop)
Foreign Language: Intermediate Spanish

EXPERIENCE: **Customer Service Associate,** Walgreens, Norwood, MA, May 2012-Present
- Processed payments to ensure accurate cash management.
- Ensured customer satisfaction through interpersonal communication skills.
- Restocked and organized products to maintain store's clean appearance.
Volunteer, St. Francis Hospital and Medical Center, Hartford, CT, June-August 2011
- Maintained and organized files and hospital records for the Department of Medicine

LEADERSHIP: **Vice President,** National Honor Society, Norwood High School, Sept 2010-May 2011
- Coordinated three art auctions to fundraise for the local animal shelter.
- Led three committees in charge of marketing, volunteer coordination, and finances.
- Presented welcome speech to audience of over 350 participants

ACTIVITIES: **American Institute of Chemical Engineers,** WPI, Sept 2012-Present
Society of Women Engineers, WPI, Oct 2011-Present
Softball Team, Norwood, MA, March-June 2010

HONORS: **Charles O. Thompson Scholar**, WPI, March 2013
Dean's List, WPI, Oct 2011-Present
2012 Northeast Utilities Foundation Scholarship, April 2012

Graduate Student Sample Resume

Zhang Wei
123 Institute Road Apt #2; Worcester MA 01609
(123) 456-7890; zw@wpi.edu

OBJECTIVE:
Full Time Marketing Analyst

EDUCATION:
Worcester Polytechnic Institute (WPI), Worcester, MA
Master of Science in Marketing and Technological Innovation, GPA 3.7/4.0   May 2014

Shandong University (SU), Weihai, China
Bachelor of Science in Marketing and International Trade, GPA 3.5/4.0   June 2010

EXPERIENCE:
Marketing Assistant, Echain Realty, Arcadia, CA   June 2013-Aug 2013
- Searched property information and made more than 40 offers for clients every week
- Scheduled showing appointment and followed up offers by phone and through email
- Designed official website structure (in HTML) and prepared content for website and Facebook

Marketing Intern, Labtiva, Cambridge, MA   Feb 2013-April 2013
- Created marketing strategy to promote Readcube software in North America
- Conducted direct marketing to university librarians through telephone and demo
- Organized social media marketing and forum marketing to build product recognition
- Developed and tracked email marketing campaigns through MailChimp

Graduate Assistant, School of Business, WPI   May 2012-April 2013
- Designed questionnaire for interview about healthcare IT system using Survey Monkey
- Transcribed and verified 50 interview audio records from focus group and expert interview
- Conducted analysis of patient survey and expert interview using SPSS and Nvivo

Marketing Specialist, Longen, Jinan, China   July 2010-July 2011
- Increased daily website visits by 30% within 60 days through guest blogging and social media interaction
- Improved single product turnover rate by 40% by researching and releasing hot sale product information
- Achieved $200,000 monthly sales by talking to customers through telephone and online chat
- Secured more than 500 orders for customers at 30 American online stores every month

COMPUTER SKILLS:
Microsoft Office, SPSS, SQL, Google Analytics, Cognos, HTML, Photoshop

ACTIVITIES:
Vice President, Dormitory Administration Committee, Weihai, China   May 2007-Aug 2009

Graduate Student Sample Resume 2

Becky Science
123 West Street, Apt #3
Worcester, MA 01609
bsms@wpi.edu
(508) 831-5260

Objective:
Full time biomedical engineering position with a focus on tissue engineering

Education:
Worcester Polytechnic Institute (WPI), Worcester, MA
Master of Science in Biomedical Engineering, GPA 3.8/4.0, May 2014
Bachelor of Science in Biomedical Engineering, GPA 3.6/4.0, May 2013

Related Courses: Biomaterials in the Design of Medical Devices, Tissue Engineering*, Medical Device Regulation* (* to be completed by 2014)

Skills:
Lab Techniques: Sterile technique, serial dilutions, gel electrophoresis, staining techniques, centrifugation, compound light microscopy, cell culture
Applications/Software: Solidworks, ImageJ, LabView, Microsoft (Word, PowerPoint, Excel, Visio, Outlook)

Projects:
Major Qualifying Project, WPI, August 2012 – May 2013
- Developed an adhesion system to increase cell aggregation for the growth of cell-derived vascular tissue rings on team of four.
- Researched characteristics of cells and biomaterials to determine how to create a new application for the adhesion system for cell aggregation.
- Optimized the developed system to create better adhesion between the cells and work within the ring aggregation system.
- Utilized adhesion system to more quickly grow stronger and consistent tissue rings that have less cell death.

Biomedical Design, WPI, August – October 2012
- Collaborated on a four-person team to redesign current model of a skin tissue culture device currently used in campus labs to optimize ease of use.
- Executed the design process to create and present a design prototype.
- Researched current models and incorporated design considerations.
- Utilized Solidworks to present scale models of conceptual designs.

Related Experience:
Application Engineer Intern, Union Biometrica, Holliston, MA, May 2013 – Present
- Assisted in development and validation of performance specification benchmarks for flow cytometry machine lines.
- Refined and enhanced scientific application techniques to provide in-depth technical expertise for products in pre- and post-sale roles, resulting in $500,000 sales for company.

Additional Experience:
Literature Collation Research Assistant, Humanities and Arts Department, WPI, January 2010 – Present
Petcare Department Associate and Cashier, PetSmart, Everett, MA, May 2009 – August 2010

Activities:
Biomedical Engineering Society, WPI, September 20011–present
Alpha Eta Mu Beta (Biomedical Engineering Honor Society), WPI, November 2011–Present