RÉSUMÉ GUIDE

*Adapted from the Center for Career Development at Princeton University

Center for Careers and Internships
at Middlebury

MIDDLEBURY COLLEGE RÉSUMÉ RUBRIC

Employers usually spend only 30 seconds initially examining your résumé. Your goal is to interest the reader so that they want to interview you.

Target for this résumé (career field, internship/job posting, etc.)	Date

KEY: S=Satisfactory R=Revise *APPROVED=satisfactory on every item below*

S	R	FORMAT
		Name and Contact Information – Name is prominent; includes physical address where you can be reached, telephone number, and email (Exclude physical address if not enough space.)
		Education Section – Each institution is listed in reverse chronological order and includes institution name, location, and relevant date(s); degree is spelled out (Bachelor of Arts); major and minor (if declared or UNDECLARED) and graduation month/year is indicated (e.g. May 2028); cumulative GPA is accurate and formatted correctly using two decimal points
		Experience Section(s) – Organizations/Companies are listed in reverse chronological order and include name of organization, position title, location, and relevant dates (month/year)
		Appearance – One page without overcrowding; consistent formatting (sections, paragraphs, lines, and words are spaced correctly); appropriate font style (e.g. Garamond, Calibri, etc.), font size (10-12 point), and formatting (indentation, bold, italic, CAPS, symbols); margins are at least a half inch and no more than one inch
		Grammar, Spelling & Punctuation – Error-free; verbs are active, in first person, and in the correct tense; personal pronouns (e.g. I, We) and extraneous words (e.g. very, really) are omitted; all words are familiar to most people and spelled correctly; use of punctuation is consistent; only proper nouns are capitalized
		CONTENT
		Descriptive Statements – Utilizes strong action verbs that are not repeated or passive; avoids "duties included" or "responsible for"; includes concrete examples and numbers whenever possible; descriptions are direct, concise, and show impact; describes accomplishments (not duties), quantifies results (time, $, % change, etc.) and lists in order of importance to the reader; omits irrelevant and/or outdated information; details are not exaggerated
		TARGET – For Juniors/Seniors and for Junior summer internships
		Target – Résumé is targeted for desired position, field, and/or industry; includes specific examples to emphasize transferrable skills and knowledge; relevance of study abroad experience is explicit; relevant course work is listed; section labels reflect content and content substantiates headings; resume tells a "story"
		Skills & Interests – Accurately identifies skills, communicates strengths, and reveals interests; includes items which are relevant to reader; indicates level of proficiency for language or technical skills (e.g. proficient, conversant, fluent, native)

COMMENTS

While there are some basic rules (spellcheck is a must!) and standard practices to résumé writing, it is largely a personal undertaking. We encourage you to take a holistic approach to creating your résumé, considering your unique set of experiences in relation to the types of roles to which you aspire. In other words, think of your résumé as a marketing tool that demonstrates how a product (you) meets the needs of a potential customer (employer).

This Résumé Guide is designed for both the novice résumé writer and the more seasoned candidate. Follow the basic principles, adding in advanced components when appropriate.

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BASIC PRINCIPLES OF RÉSUMÉ WRITING

1 Your résumé's job is to get you an interview.

- Read job descriptions carefully. If certain keywords, skills, or traits keep popping up, check they are reflected in your résumé.
- Experience comes not only from internships and jobs but from campus activities, class projects, and volunteer work as well. There is value – what employers call transferable skills – in all you do as a Middlebury student.
- Readers only know what you tell them. Include concise yet detailed **Action-Oriented Accomplishment Statements** to pique a reader's interest. (See page 5.)
- Demonstrate skills through your bullet points in addition to listing them in a "Skills" section.
- Think ahead to the interview. Make sure the content you talk about is well-represented in your résumé.
- Complement your résumé with a robust LinkedIn profile and/or portfolio of artistic, technical, or writing samples.

3 Your résumé should be easy to scan and digest in 15-30 seconds.

- Avoid using headers, footers, tables, and columns as Applicant Tracking Systems (ATS) can't accurately read or parse information in these sections.
- List content in reverse chronological order in each section of your résumé.
- Use bullet points instead of paragraphs. Avoid pronouns (I, we) and minimize the use of articles (a, an, the).
- Use CAPS, bold fonts, and line spacing to distinguish between sections.
- Set the margins between 0.75" and 1" (ideal) and no less than 0.5".
- Use consistent font styles and sizes (10-12pt).
- Save space by leaving off your mailing address. Your phone number and email suffice.

2 The document should be written with the reader in mind.

- Consider the context for which you're using your résumé and adjust content, headers, and details to match the specific job/internship posting, scholarship application, career fair/meetup, or other opportunity.
- Note differences in style, tone, keywords, and content across industries and around the globe.
- Distinguish yourself from other Middlebury students by detailing your role and unique impact, especially when several students may have the same experience (e.g., CTLR Peer Writing Tutor, RA, MiddCORE).
- Do not include personal information like age, Social Security number, marital status, religion, or parent's occupations.
- Do you need a CV or résumé? In the U.S., a CV is used primarily for admission to – or roles in – academia. It is a type of résumé with an in-depth focus on research, presentations, academic awards, and/or publications.
- Typically, résumés should be one page. However, for graduate school, fellowship, and non-corporate applications, it is acceptable to extend to two pages with a significant amount of aligned experience.

4 As long as you are aspiring to professional advancement, your résumé is a work in progress.

- Know that résumé writing can be complex and take several tries to master.
- Save PDF and .txt versions of your résumé. Keep prior versions of your résumé for reference.
- Do not fear changing directions. You can reposition any experience by focusing on **Transferable Skills**.
- Ask for feedback from a Peer Career Advisor.

What does "approved" mean?

An approved résumé is one that's been reviewed and approved by one of the Center for Careers and Internships' (CCI) career advisors or Peer Career Advisors (PCAs). CCI "approves" a résumé when it meets professional standards for résumé writing, as outlined in the résumé rubric in the front cover of this guide.

We recommend all students have their résumés approved each academic year to meet the standards that employers expect. To expedite the approval process, you should self-review your résumé using the rubric on the inside cover of this guide.

What does "reviewed" mean?

A reviewed résumé is one that's been reviewed by one of CCI's career advisors or Peer Career Advisors (PCAs) and still requires significant edits based on the résumé rubric.

Why should I get my résumé approved?

Having a résumé approved annually will help you understand how to craft a document that is relevant to the employer among a competitive pool of applicants. It also grants you eligibility to submit applications through Handshake for Middlebury's Select (formal recruiting) internships and jobs as well as Summer Funding for Unpaid Internships.

NOTE: Your résumé must be approved for the current academic year to be eligible to apply for Middlebury Select opportunities on Handshake.

When will my résumé be approved?

When the document scores a rating of "excellent" or "acceptable with minor corrections" in each category on the rubric (inside front cover), it is approved. Per employers' expectations, the résumés of juniors and seniors should be targeted to be approved.

What does "targeted" mean?

As you begin your internship or job search, your application materials should be tailored to and reflective of the industry, employer, and position you are seeking. Customizing to the industry builds your credibility and demonstrates the strength of your candidacy by speaking to what is most important to the employer. We can help you develop a strategy to target your documents even if you lack previous experience in that field. See targeted résumé examples (pages 9-11). Employers will expect a more targeted version of your résumé as you progress through Middlebury.

Once approved, I am done tweaking my résumé, right?

Not yet. Your résumé will be updated continually as your experiences and academics evolve. You will want to continue to enhance, target, and strategically position your experiences. Even after your résumé is approved, you can meet with a PCA or an advisor for additional feedback on future edits.

Can I have different versions of a targeted or approved résumé?

Yes. You should have different targeted résumés for different unique opportunities. However, once you have achieved approval with one, you are not required to have all other résumés approved.

This worksheet is meant as a guide – not a template – for new résumé writers.
Do not feel compelled to fill in every blank or section, just focus on those that reflect your experience.

Firstname M. Lastname

username@middlebury.edu | (cell/mobile #)

EDUCATION

Middlebury College, Middlebury, VT   Expected Grad Month YYYY
Candidate for a Bachelor of Arts in Intended Concentration and Minor
Relevant Coursework: _____, _____, _____

Bridge Year, Location   Month YYYY - Month YYYY
Information if you attended a program, or completed classes

Prior College or High School, Location   Grad Month YYYY
Relevant Courseowork: _____, _____, _____
Awards: _____, _____, _____

EXPERIENCE

Title or Role, **Organization**, Location   Month YYYY - Present
- List the most recent/current experience first
- Consider formal and informal jobs, volunteer work, and community activities
- Start bullet points with action verbs, providing context using quantitative and qualitative terms, and demonstrating the end result to show the value of your contributions
- Quantify bullet points with information like the number of people

Title or Role, **Organization**, Location   Month YYYY - Month YYYY
- Use past tense **action verbs** for experiences that have ended
- Describe the scope/pace of the work and your level of responsibility
- Convey how you contributed, what you accomplished, and the results of your efforts

ACTIVITIES

Title or Role, **Organization**, Location   Month YYYY - Present
- Can include athletic, academic, performance, professional, or social activities
- Consider making a separate "Leadership" section for roles with significant decision-making responsibility

SKILLS & INTERESTS

Languages: Multilingual abilities (Fluent in Spanish), separate from programming (Proficient in C++)
Certifications: Examples: CPR, Wilderness First Responder, Gold Award/Eagle Scout, technical training
Technology: Software applications, hardware, and other tools relevant to your field(s) of interest
Additional Subcategories: Examples: Social Media, Laboratory, Business and Innovation/Design
Interests: Anything from timpani to Tough Mudder, from modern art to mountain climbing! Use this opportunity to convey personality and perseverance, or to showcase skills and talents not otherwise evident on your résumé.

Ready to start writing? See page 5 for tips on Crafting Your Descriptions!

This worksheet is meant as a guide – not a template – for students with more experience.
The order and content of the categories used should reflect your experience and target audience.

Firstname M. Lastname

undername@middlebury.edu | (cell/mobile #)

EDUCATION

Middlebury College, Middlebury, VT   Expected Grad Month YYYY
Candidate for a Bachelor of Arts in Intended Concentration and Minor   [Cumulative or Concentration] GPA: [If 3.0+]
Relevant Coursework: _____, _____, _____, _____

Prior College, Study Abroad, Summer Coursework, Bridge Year, and/or High School   Month YYYY
Activities: _____, _____, _____
Awards: _____, _____, _____

INDEPENDENT RESEARCH

Senior Thesis: **Title,** Advisor   Month YYYY - Month YYYY
- Place more or less emphasis on this section of the résumé depending on the target audience
- Frame content around research questions, lit review, methodology, and findings for research roles
- Focus on the process of/context around conducting independent research if applying to non-research roles

Junior Independent Work: **Title,** Advisor   Month YYYY - Month YYYY
- Consider the reader when choosing to include technical details, scientific terms, or field-specific language

EXPERIENCE

Title or Role, **Organization**, Location   Month YYYY - Present
- Can opt for specific header(s), like Healthcare Experience, Design Experience, or Technical Experience
- List the most recent/current experience first
- Consider formal and informal jobs, volunteer work, and community activities
- Start bullet points with action verbs, providing context using quantitative and qualitative terms, and demonstrating the end result to show the value of your contributions

Title or Role, **Organization**, Location   Month YYYY - Month YYYY
- Can include athletic, academic, performance, professional, or social activities
- Consider roles in which you held significant decision-making responsibility

Title or Role, **Organization**, Location   Month YYYY - Month YYYY
- Quantify bullet points with info like the number of people involved or how much time spent on a project

ACTIVITIES

- Consider shadowing, professional organizations, or other activities aligned with your career path
- Social clubs, sports teams, performance groups, etc., not listed in the Leadership Roles section

SKILLS

Languages: Multilingual abilities (Fluent in Spanish), separate from programming (Proficient in C++)
Certifications: Examples: CPR, Wilderness First Responder, Gold Award/Eagle Scout, technical training
Technology: Software applications, hardware, and other tools relevant to your field(s) of interest
Additional Subcategories: Examples: Social Media, Laboratory, Business and Innovation/Design

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Ready to start writing? See page 5 for tips on Crafting Your Descriptions!

CRAFTING YOUR DESCRIPTIONS

Students often lament a perceived lack of experience, struggle to make connections between their experiences and what is required in a job description or worry about how experiences in one realm (e.g., independent research) translate into another (e.g., an industry internship). To allay those fears, use this three-step worksheet to **(1)** identify your transferable skills or the skills listed in a specific job description **(2)** note where those skills were learned/developed, and **(3)** turn these general concepts into **Action-Oriented Accomplishment Statements**.

Step 1: Identify your transferable skills

Place a checkmark next to each skill you possess. Think about all settings in which you may have used/developed each skill. Then, circle the ones you consider to be your top 10.

Communication & Creativity

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present ideas
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions

Problem-Solving

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plans to implement solutions
- Establishing general principles
- Teaching/training others
- Mediating disagreements
- Implementing sound decisions
- Measuring impact

Leadership

- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals
- Eliciting input and providing feedback

Research

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Developing strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting findings

Teamwork

- Generating and initiating ideas
- Making decisions with others
- Respecting others
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environments
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

General Work

- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure
- Learning new tools/techniques

Step 2: Brainstorm examples of how you used each skill

Use this underlined template to list your top 10 skills in the far-left column, then note the place(s) where you demonstrated each skill. Do not sweat the details here, you'll get to that in Step 3. Although the example below illustrates a skill in use across all three categories, some of your specific skills may only be used on one or two.

Transferable Skill	Employment & Internship Experiences	Course Projects & Research	Campus and Community Activities
Example: Public speaking	End of summer presentation to department staff	Group presentation in class last semester	Submitted proposal for campus-wide event

Step 3: Bring it all together with an accomplishment statement

Turn these general concepts into bullet points on your résumé. You can **ACE** this part of resume-writing by starting with an **Action Verb** to show you did something, providing the **Context** for that action using quantitative and qualitative terms and then demonstrating the **End Result** of your actions to show the value of your contributions.

Action Verb	Context	End Result
Example: Pitched	idea for "Panther Popcorn night" to Student Government Association (SGA)	and ultimately created a 2-day student-run film festival that attracted 300+ attendees

ACTION-ORIENTED ACCOMPLISHMENT STATEMENTS

Showcasing what you've done and why it mattered is the best way to **ACE** résumé writing. Start with an **Action Verb** to show you did something. Then provide the **Context** for that action using quantitative and qualitative terms. Lastly, demonstrate the **End Result** to show the value of your contributions. Use present tense for current roles, past tense for former ones.

Sample Accomplishment Statements

- Collaborate with partner to formalize 400-page training curriculum, creating structure to make progression of material clear and logical.
- Allocated $1,500 budget to promote annual National Coming Out Day rally, increasing participation 25% over previous year.
- Coordinated three fundraising events for local shelters, raising $8,000 and greatly improving community awareness.

ACTION VERBS

Management & Leadership
administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
controlled
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
instituted
led
managed
merged
overhauled
oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised

Communication
addressed
advertised
articulated
authored
clarified

communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
defined
described
discussed
drafted
edited
elicited
enlisted
expressed
influenced
informed
instructed
interacted
interviewed
joined
judged
listened
mediated
moderated
motivated
negotiated
observed
outlined
persuaded
presented
promoted
proposed
publicized
recruited
reinforced
reported
responded
solicited
specified
suggested
synthesized
translated
wrote

Research
analyzed
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
investigated
located
measured
researched
searched
summarized
surveyed
tested

Technical
assembled
built
constructed
converted
debugged
engineered
fabricated
installed
maintained
operated
programmed
rectified
regulated
remodeled
repaired
replaced
solved
specialized

studied
upgraded

Financial/Data
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
estimated
forecasted
marketed
projected
reconciled
retrieved

Helping
advised
advocated
answered
cared for
coached
collaborated
contributed
cooperated
counseled
demonstrated
educated
enabled
encouraged
ensured
expedited
explained
facilitated
familiarize
furthered
guided
intervened
motivated
provided

referred
rehabilitated
simplified
supplied
supported
taught
trained
tutored
volunteered

Organization/ Detail
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
distributed
generated
implemented
incorporated
logged
monitored
obtained
ordered
organized
prepared
processed
purchased
recorded
registered
reserved
reviewed
routed
scheduled
submitted
standardized
systematized
updated
validated
verified

Creative
acted
combined
conceptualized
created
customized
designed
developed
displayed
drew
entertained
established
fashioned
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
originated
performed
photographed
revised
revitalized
shaped

Accomplishments
achieved
completed
expanded
exceeded
improved
pioneered
reduced
resolved
restored
transformed

EARLY COLLEGE RÉSUMÉ

Paola Panther
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EDUCATION

Middlebury College, Middlebury, VT   Expected May 20XX
Candidate of Bachelor of Arts; Intended concentration: Sociology
Relevant Coursework: Inequality, Mobility, and the American Dream; Sociology of Sports; American Society and Politics; Self and Society

Big Public High School, Denver, CO   June 20XX
Honors: National AP Scholar, Class Treasurer   GPA: 3.45

WORK EXPERIENCE

Davis Library, Middlebury College - Student Assistant   September 20XX-Present
- Build relationships with students and other patrons at busy Circulation desk
- Redesigned website using InDesign, increasing visits to page by 15% over 3 months

The Clothing Company, Littleton, CO – Retail Associate   May 20XX-August 20XX
- Recommended products to customers, generating an average of $1,200 in sales
- Recognized by management for creating attractive displays that drew attention to new products
- Trained 5 new employees on effective sales techniques and mastering product knowledge during fast-paced summer and holiday hours

LEADERSHIP AND SERVICE

Middlebury College Orchestra – Clarinet   September 20XX-Present
- Rehearse 10 hours per week and perform at 3 recitals each year
- Collaborate with music historian to suggest pieces for future concerts

Local Community Newspaper – Contributor   August 20XX-June 20XX
- Interviewed 100+ students to capture balanced and fair stories across 5 public schools
- Submitted monthly articles highlighting local students' academic, athletic, and artistic achievements

Girl Scouts of the USA – Gold Award   October 20XX
- Hosted a "College & Career Night" for 200 students from 3 area underrepresented communities
- Recruited 20 professionals and marketed event to hundreds of middle and high school students

SKILLS

- **Language:** French (4 years) and Spanish (6 years)
- **Office Applications:** Word (Advanced), Excel (Proficient), PowerPoint (Intermediate)
- **Graphic Design:** InDesign (Advanced), Photoshop (Novice)

MID-COLLEGE RÉSUMÉ

Paola Panther

(802) 987-6543 | p2@middlebury.edu

EDUCATION

Middlebury College | Middlebury, VT   September 20XX-May 20XX
Candidate for Bachelor of Arts in Politics; Minor(s) Spanish & Latin (GPA 3.75)
Relevant Coursework: Campaigns & Elections, American Politics, Microeconomics

Universidad de Chile | Santiago, Chile   September 20XX-May 20XX
Immersive program with coursework in Latin American literature and Spanish (GPA 3.92)

SKILLS

Crisis Management	Political Analysis	Speechwriting	Campaign Relations
Publicity	Opinion Polling	Fundraising	Teambuilding

EXPERIENCE

RESEARCH INTERN, FOREIGN RELATIONS
United States Senate | Remote   Summer 20XX
- Curated hundreds of news clippings from major media outlets to compile global view of U.S. politics.
- Reviewed and summarized analysis of foreign government policies and practices for CFR Director.
- Attended weekly briefings and drafted dozens of constituent letters per month.

CAMPAIGN MANAGER   20XX-20XX
Student Government Association | Middlebury, VT
- Directed winning campaign for student body president who received 73% of the votes.
- Managed all aspects of campaign including volunteer recruitment, budgeting, and expense monitoring.
- Raised $5,000 in campaign funds (86% more than competition), by planning events, contacting donors and taking donations.
- Coordinated voter outreach program, including email, social media and traditional mailers. Increased participation by 13% from the previous year's election.

ATHLETIC ACHIEVEMENTS

PLAYER
Varsity Lacrosse Team | Middlebury College   20XX-Present
- Commit 25+ hours weekly to practices and competition year-round.
- NESCAC Champions 2023; NCAA Second Round Advancement (2023).
- Captain (as of Fall 2023): Selected by team and coaches to oversee practice schedule and build team dynamics.

MIDFIELDER   20XX-20XX
Local High School Varsity Lacrosse Team | Mytown, NY
Awards: 2X All Central Player of the Year (2020); 3X US Lacrosse All-American

MILITARY SERVICE

CADET
U.S. Army ROTC | Middlebury College + University of Vermont   20XX-Present
- Join 100+ cadets weekly in intensive physical and tactical training.
- Prepare to qualify for 2023 Cadet Troop Leader Training.

INDUSTRY-FOCUSED RÉSUMÉ

Paola Panther

Phone: 802-609-6096   www.linkedin.com/in/paolapanther   paolap@middlebury.edu

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EDUCATION

Middlebury College | Middlebury, VT   06/20XX
Bachelor of Arts, Physics and Computer Science
Cumulative GPA: 3.30   **Departmental GPA:** 3.65
- Self-financed 100% of college education

SKILLS

Technology: Proficienct in Java, Python, MATLAB, Mathematica, SolidWorks, and AutoCAD
Languages: Swedish (Native); German (Fluent); Hebrew (Conversational)

TECHNICAL PROJECTS

AutoCAD CIVIL 3D Essentials   05/20XX-08/20XX
SelfSelf-Study, LinkedIn Learning
- Enrolled in 10-session virtual course to learn new design techniques.
- Completed weekly assignments and drafted prototype ergonomic office chair.

Lingo Plinko   09/20XX-12/20XX
JavaScript · MongoDB · Heroku · Express · Pug · Sockiet.io
- Collaborated with 3 classmates to develop online, responsive, 2-player game.
- Trained agent to play using Reinforcement Learning; learned optimal strategy in 106 games.
- Published accompanying paper in student-run computer science journal.

ENGINEERING EXPERIENCE

Process Improvement Intern, Manufacturing Corp., Miami, FL   06/20XX – 08/20XX
Biotech startup focused on developing cutting-edge cardiac response tools
- Designed mechanical products and systems by developing and testing specifications and methods.
- Evaluated product ideas, models, and requirements and provided suggestions for improvement.
- Collaborated in cross-functional project team of mechanical, electrical, and system engineers.
- Developed an understanding of the life cycle of product design.

Team Leader, Engineers Without Borders, Chimbote, Peru   06/20XX – 09/20XX
Empowering communities to meet basic human needs
- Led 5 students in developing an infrastructure plan to improve water quality in a coastal village.
- Researched technologies and local resources and design infrastructure for water lines.
- Conducted fundraising efforts and successfully covered team's expenses.

Research Assistant, Dr. J. Smith, Carnegie Mellon   06/20XX – 09/20XX
Intelligent Robot Motion Lab
- Performed computational fluid dynamics to assist Ph.D. candidate with dissertation.
- Conducted design validation testing of prototypes and presented findings at regional conference.

CAMPUS ACTIVITIES

Vice President, Middlebury Autonomous Vehicle Engineering Team (PAVE)
Trip Leader, Middlebury Outdoor Action Wilderness Trek Leader
Choreographer, Middlebury Evolution Dance Crew
Staff Writer, The Middlebury Campus

Paola Panther

www.myportfolio.com/panther

Paolap@middlebury.edu, 896-118-1746

EDUCATION

Middlebury College | Middlebury, VT   June 20XX
Bachelor of Arts in Molecular Biology & Biochemistry, **GPA:** 3.89

Select Coursework: Genetics, Biochemistry, Biological Dynamics, Biostatistics, Microbiology, Genome Integrity and Human Disease

RESEARCH AND LAB EXPERIENCE

"Revising Phylogenetic Reassignment of O. trifallax"   Summer 20XX
- Engaged in independent research to revise the phylogeny of O. trifallax using spliced gene sequences
- Compiled procedures and findings in written paper with intent to submit for journal publication
- Supported professor by compiling sources for their literature review of upcoming journal article

Research Assistant, XXXLab, Windsor University, England   Summer 20XX
- Reported directly to Principal Investigator and lab manager
- Performed purification of protein using gel electrophoresis
- Conducted analytic experiment on gene expression to determine factor levels

Lab Technician, Biology Department, West Coast University, CA   Summer 20XX
- Analyzed and recorded test data using charts, graphs and narratives
- Collaborated with 3 other lab techs to detect abnormalities in cell lines
- Set up, adjusted, maintained and cleaned laboratory equipment daily

PRESENTATIONS

Spring Student Symposium, Middlebury College   Spring 20XX
Poster, "Revising the Phylogenetic Reassignment of Oxytricha trifallax"
- Shared findings during poster session attended by 200+ students and faculty
- Earned Silver Medal for effectively communicating research to a non-specialist audience

Virtual Workshop, Community Friends (CCE) Program   Spring 20XX
Science Experiments Using Common Household Products
- Crafted and presented sessions on Zoom for six K-2 classes whose studies were impacted by COVID-19

Statewide Secondary Education Science Symposium   Summer 20XX
Presenter, "Healing Garden: Medicinal Plants Native to North Jersey"
- Selected from field of 100 applicants to represent school at statewide event
- Created PowerPoint and written report to share findings with other students

HONORS

BioTech Aspiring Scientist Award   Fall 20XX
- Awarded to juniors from populations underrepresented in science

Biology Society Scholarship   Spring 20XX
- For high academic achievement in the biological sciences

S. Gerald Cowan Economics of Science Award   Fall 20XX
- Wrote paper, The Cost of Care: Medical systems around the globe

QuestBridge Scholar   Spring 20XX
- Mentorship program for talented, determined, and self-motivated youth from low-income backgrounds

Technology and Science Charter School High Honors   20XX-20XX
- Scored in Top 5% of AP Biology test takers

SKILLS

Laboratory: cell proliferation assays, tissue cultures, lymphocyte isolation
Data Analytics: C, Java, R, LaTeX, Excel
Bilingual: English and Spanish

INTERESTS

Historical Fiction, World Travel, Independent Films, South American Cuisine

HELPFUL HEADERS

If you are in the early stages of résumé writing, stick with standard headers like Education, Experience, and Activities. As your skillset grows and your experience deepens, consider broadening and reframing the headers to draw the reader's attention to key sections of your résumé.

EDUCATION

Academic Background
Educational Background
Education and Training
Related Coursework
Select Coursework
Senior Thesis
Study Abroad

EXPERIENCE

Academic Projects
Corporate Experience
Course Projects
Global Experience
Independent Research
Industry Experience
Internship Experience
Military Background
Professional Experience
Related Experience
Related Projects
Work Experience

ACTIVITIES

Affiliations
Associations
Athletic Achievements
Civic Activities
Community Involvement
Extracurricular Activities
Leadership Experience
Professional Activities
Professional Associations
Professional Development
Professional Memberships
Volunteer Work/Volunteerism

HONORS

Academic Honors
Accolades
Achievements
Awards
Commendations
Distinctions
Fellowships
Scholarships

SPECIAL SKILLS/TRAINING

Certifications
Language Competencies
Licenses
Professional Certifications
Software/Hardware
Special Training
Technical Skills

PUBLICATIONS

Conference Presentations
Current Research Interests
Exhibits
Papers
Presentations
Professional Presentations
Research Projects
Senior Thesis

ADDITIONAL SECTIONS

Interests
Portfolio
Relocation