



The purpose of your resume is to get you an interview.

Think of your resume as a dynamic and constantly changing document. Format and target your resume(s) to market your best qualifications for specific jobs. Lead with your STRENGTHS and SKILLS. Include the education, experience and skills that will be of greatest interest to the employer at the forefront of the resume and make those areas the most detailed and prominent. From the top down, list the best of what you have accomplished based on where you are going. Make it easy for an employer to see that you are a qualified candidate who should be invited in for an interview. Resumes must be typographically and grammatically perfect, honest and verifiable, targeted and results oriented. **PROOFREAD!** Spell check does not catch proper names, homophones, or homonyms. Some employers scan resumes to determine qualifications. Include industry or occupation specific **KEYWORDS** as they relate to your skills and experience.

Spend the appropriate amount of time on your resume. It can take time to pull together all of this information and organize it in an appropriate manner. Be sure you know your audience. Consider the employer, department, and position when writing your resume. You may want to create an “everything resume” which includes a record of everything you have done. Then when you write a one-page document for a specific opportunity, you can pull from your most pertinent experiences for the current opportunity you are targeting.

### FORMATTING GUIDELINES:

- Most undergraduate resumes should be one page long. You can change the margins and font size to accommodate your information.
- Use appropriate white space on the page – you can leave blank lines in between headings or job listings – this can make your resume easier to read.
- Fonts should be from 10-12 point, except your name, which can be larger.
- Do not use smaller than ½” margins or larger than 1” all the way around the page.
- Do not use a template when writing your resume. Recruiters see so many of these – make your resume unique. Use only black fonts.

Triple check your spelling and grammar. A simple mistake or typographical error may negatively influence your ability to get an interview. Get several opinions on your resume. Each person who reviews your resume will have a different opinion. Take all of the information you receive and decide what pieces of advice work best for your situation. This is your document.

### RESUME CATEGORIES:

#### HEADER:

- Name – you might want to use bold, all capital letters, or a different font to make this stand out – you may not want to use nicknames here
- Street Address, City, State ZIP – you may want to include both a local and permanent address
- Telephone Number – use the one you want employers to call – consider who will answer the phone and whether or not you will get a reliable message – also be sure that your voicemail message is professional
- Email – use your JHU account or a professional sounding account – avoid email addresses that give away something personal about you
- Website – could be useful if you have an online portfolio or something similar; again, make sure it’s professional

RESUMES



## OBJECTIVE:

- Optional Category
- If you include an objective, make sure it is an effective, specific statement. If you choose not to include an objective, make sure that your cover letter is compelling.
- One or two concise, easy-to-read statements focusing on the type of position you are seeking, the skills you want to use, and/or the tasks in which you want to become involved.
- AVOID clichés or jargon, such as, “To contribute to the profitability of an employer” or “A challenging position offering opportunity for growth and advancement.”

## SUMMARY:

- Optional Category
- A brief summary of your key skills, research, and years of experience
- List computer, technical, or language skills if applicable
- Include a career goal statement here if appropriate
- A good place to include anything that does not easily fit into another category on your resume
- Your experience sections must show evidence to support your summary; do not repeat information

## EDUCATION:

- List degrees in reverse chronological order—most recent first. Keep the information easy to read. Be sure to include your degree, major, school, city, state (or country), and date of graduation for each school. Do not list the range of dates in which you have attended school.
- If you are a freshmen or sophomore, you can include items from high school. If you are a junior or senior, high school information should be removed from your resume.
- You may want to include details related to the job you are seeking, such as relevant coursework, special projects, a minor or area of emphasis, certifications, etc. – this is a great way to incorporate more keywords on your resume if you do not have much experience outside the classroom.
- You can list Study Abroad or international experiences here or under their own category.
- You can also list a relevant coursework subheading in this section that lists 3-5 relevant course titles you have completed at Hopkins
- Include your overall or major GPA if it is a 3.0 or higher.

## EXPERIENCE:

- Be sure to include paid employment (full and part time), internships, volunteer activities, community service, leadership, research, class projects, etc.
- Reverse chronological order is expected, but if you have a mixture of experiences, you can break this into two categories, such as RELATED EXPERIENCE and WORK HISTORY in order to put the most relevant items together. Be sure to include job title, company, city, state (or country), and dates of employment for each position.
- Provide details of your accomplishments and responsibilities rather than a general list of duties.



- Quantify your accomplishments. Numbers make strong statements and can enhance credibility; these numbers can show volume, percentages, and dollar amounts. If you have worked with people, include their age or grade level and how many people you interacted with on a project.
- Include specific information and skills that relate to the position you are seeking.
- Consolidate information when possible; avoid repetition and excessive details in describing experiences.
- Use bulleted statements that begin with POWER WORDS, do not use paragraphs. Power words are verbs that demonstrate action (see the list on page 17).
- Think about your accomplishments, points of pride, and the outcomes of your work.
- Be specific. Write in fragmented bullet points that begin with strong action verbs, not sentences. Avoid personal pronouns such as “I”, “my”, “their”, etc.
- Avoid jargon and acronyms (consider your audience).
- Do not be discouraged if you have never had employment in your field. Instead, focus on your strengths, skills, and accomplishments.
- You may organize professional experience into separate categories by type of position (i.e. marketing experience, research experience, etc.)
- Use present tense verbs for things you are still doing and past tense verbs for things you are no longer doing.

### ACTIVITIES:

- List the most relevant activities and offices held first. Include college, community, volunteer, professional, cross-cultural, and occasionally, outstanding high school activities.
- Include relevant activities and volunteering especially as related to your field.
- For each activity list: title, organization name, city, state or country, and dates.
- You can add brief explanatory details of the position and your accomplishments.
- Include hobbies and interests only if they are relevant to your objective or if they reveal characteristics or skills important to the job.
- This section can add individuality and flavor to your resume, so you may want to include unusual or interesting items.

### HONORS/AWARDS:

- Optional category
- Include honors, scholarships, fellowships, grants, or patents here. Only use this section if you have several items to list.
- If you have only one or two honors, you can include them in a combined ACTIVITIES/HONORS section.



## SKILLS:

- You may want to consider a special skills section to highlight skills you have on specific computer hardware or software, foreign languages, or machinery/laboratory equipment required for performance on the job.
- Certifications, licensure, or patents could also be placed in this category.
- It might be useful to include research or lab skills here. Consider listing techniques, procedures, equipment, software, etc. as related to your field.
- Remember that employers are looking for skill sets.

## PROFESSIONAL ORGANIZATIONS

- List any relevant professional associations you belong to
- Include membership dates and any leadership or committee positions you have held

## REFERENCES:

- Avoid using “References Available Upon Request”
- Prepare a separate reference page and include your own contact information.
- For each reference list: name, title, company, complete mailing address, email, phone, and fax. If it is not obvious, include how the person knows you.
- Only ask people who can give you a positive reference and who know you well.
- Be sure to give a copy of your resume to each potential reference. You may also want to let them know when a company may be calling. You can provide a copy of the job description to your references.
- Be sure to thank you references and let them know when you receive a job offer!

## WHAT NOT TO INCLUDE:

- Pictures or graphics
- Anything handwritten
- Personal information such as date of birth, SSN, marital status, children, etc.
- Unrelated hobbies and interests
- References



## SAMPLE RESUMES:

### New Student

1500 River Road  
Small Town, NY 10000

newstudent@jhu.edu  
(410) 516-5555

3510 N. Charles St.  
Baltimore, MD 21218

#### EDUCATION

##### **Johns Hopkins University**

Natural Sciences Major

Dean's List Fall 2012- awarded to students with GPA over 3.5

Baltimore, MD

Expected May 2017

##### **Small Town High School**

High School Diploma

Cumulative GPA: 4.0, Top 1% of class

Advanced Placement Courses: Chemistry, Biology, Physics, U.S. History, English

Small Town, NY

June 2013

#### LEADERSHIP

Mentor, Students Taking a New Direction (STAND)

- Mentor a 16 year old girl that was previously arrested, including helping her understand her thought process and decision making, in order to move forward

Baltimore, MD

Sept. 2013 – Present

Volunteer, Johns Hopkins Circle K

- Staff support for campus blood drive
- Made Easter egg and helped with egg hunt for neighborhood children

Sept. 2013-Present

Secretary, National Honor Society

- Kept attendance for meetings
- Recorded and distributed minutes of meetings

Small Town, NY

Sept. 2011 – May 2012

Volunteer, Shakespeare Theatre

- Helped in the costume shop, concessions, & ushered for various shows
- Decorated lobby for Christmas, coordinating delivery of decoration donations

Small Town, NY

April – Aug. 2010

#### WORK HISTORY

Sales Clerk, Macy's

- Sold home goods, including furniture and was the top selling junior associate
- Grossed \$2,000 in one weekend for the store, in an internal sales competition
- Worked the register, handling money and complex transactions, including reconciling daily receipts

Small Town, NY

June – Aug. 2013

Page, NY House of Representatives

- Assisted with office tasks and transferring notes between representatives during sessions

Albany, NY

June-Aug. 2012

#### SKILLS

Intermediate written and conversational Spanish

Microsoft Word, Excel, PowerPoint.

*Add more detail to bulleted statements in Leadership and Work History as relevant to the position you're applying to.*



**IMA FINANCE STUDENT**

123 Main Street  
Mt. Laurel, NJ 08054

856-555-5555  
istudent99@jhu.edu

**EDUCATION**

The Johns Hopkins University  
Bachelor of Arts in Economics, Minor in Entrepreneurship & Management  
Overall GPA: 3.8 SAT M:720 V:750 W:700

Baltimore, MD  
May 2014

*If you are interested in finance, many employers expect to see your GPA and SAT scores on your resume.*

*Relevant Courses:* Econometrics, International Monetary Economics, Economic Forecasting, Statistical Analysis, Financial Markets & Institutions, Corporate Finance, Applied Economics & Finance, Real Estate Finance, Financial Economics, Managerial Economics & Business Strategy, Quantitative Research Practicum, Futures Market Research, Financial Statement Analysis

**EXPERIENCE**

**Wachovia Securities**

*Summer Management & Marketing Analyst Intern*

Marlton, NJ  
June – August 2013

*Numbers help quantify a resume. Include dollar amounts, number or age of people, and percentages.*

- Prospected potential clients with a minimum of \$10 Million in annually invested assets culminating in a Tax-Free Investing seminar attended by 40 potential clients
- Evaluated client portfolios relative to their investment objectives and risk tolerances using Goldman Sachs X-Ray software
- Created comprehensive retirement plans for current and potential clients using Wachovia's Envision Program
- Initiated the branch's transition from paper statements to E-statements saving the branch \$90,000 annually

**Morgan Stanley**

*Marketing and Sales Intern*

Mt. Laurel, NJ  
June – August 2012

- Researched potential client information to widen group's client base
- Conducted research for existing clients by using Smith Barney's updated software applications
- Organized, marketed and directed a retirement investment seminar for 75 potential clients
- Attended an Exchange Traded Funds seminar sponsored by Barclays, PowerShares, and Vanguard to improve and broaden firm's client services

**Legg Mason Capital Management**

*Equity Research Intern*

Baltimore, MD  
August 2012 – May 2012

- Increased research coverage of Private Placements investments valued at \$200M by +15%
- Valued Ralph Lauren equity in original research report using DCF and EVA methods
- Reconciled Legg Mason share price estimates for private companies to those of sell-side analysts
- Analyzed company fundamentals and modeled future cash flows for senior research analysts

**LEADERSHIP & COMMUNITY SERVICE**

**Marshal L. Salant Student Investment Team**

*Co-Chair*

Baltimore, MD  
March 2012 – present

- Co-manage an endowment of \$140k with profits providing scholarship funds
- Apply valuation techniques in the research and investment decision making process including discounted cash flows and key ratio comparisons within sectors

**Johns Hopkins Organization for Finance and Investment**

*President*

August 2010 – present

- Promote financial awareness and investment skills to student body through educational events
- Collaborate with students, faculty, staff, and alumni to bring 4 speakers a year to campus

**Pen Lucy Youth Partnership**

*Mentor & Tutor*

Baltimore, MD  
October 2010 – May 2011

- Tutored young, underprivileged students in Mathematics and English
- Organized activities and games to promote and emphasize teamwork

**COMPUTER SKILLS**

Bloomberg Terminal, SPSS, Microsoft Word, Excel, Outlook, Access, PowerPoint



**BLUE JAY**

bluejay@comcast.net – Cell: 240 123-4567

School Address: Charles Commons #999– 3301 N. Charles St. – Baltimore, MD 21218

Home Address: 12345 Old Barn Dr. – Bethesda, MD 20814

**EDUCATION**

Johns Hopkins University  
Bachelor of Science in Civil Engineering;  
Minor: Entrepreneurship & Management  
Major GPA: 3.5

Strong Computer Skills: MATLAB, Excel, Word, PowerPoint, and Mastan2

Midtown High School  
High School Diploma

Cumulative GPA: 3.7 with an extremely rigorous curriculum, including 5 AP courses in senior year  
National Honor Society – inducted sophomore year for academic excellence  
AP Scholar Award With Honors conferred September 26, 2008 by College Board  
Barnes Leadership Award, June 2007

*Athletics can enhance a resume if you do not have related jobs. Remember that employers are looking for transferable skills.*

Baltimore, MD  
Expected May 2016

Washington, DC  
May 2012

**ATHLETICS**

Personal Training

January 2013- Present

ACE, CPR, & First Aid Certified Personal Trainer (May 2012-present)

- Develop and implement training plans to help clients reach their health and fitness goals

Johns Hopkins Varsity Football  
Defensive Lineman

Baltimore, MD  
September 2012-Present

- 2009 Centennial Conference champions and schools second appearance in NCAA Division III playoffs
- Starting two-year letter winner
- Committed 25 hours per week to football, while maintaining a good GPA

Midtown High School Football Team  
Offensive & Defensive Lineman

Washington, DC  
2008-2012

- Four year letterman and team captain, 2009
- 1st Team, All Conference Offensive Lineman, Washington Catholic Athletic Conference, 2007
- Awarded Midtown High School Most Valuable Defensive Player, 2007

Golf

2007-2012

- Member of the Bethesda Country Club Junior Interclub Team of the Mid-Atlantic PGA
- First runner-up, 2005 Bethesda C.C. Junior Club Championship (18-Hole division)

**WORK HISTORY**

YMCA Summer Program  
Sports Coordinator

Baltimore, MD  
Summer 2013

- Planned and executed large-scale events for over 200 campers
- Delegated responsibilities such as individual station planning to 20 camp counselors
- Trained assistant counselor staff to plan successful activities, deal with difficult campers, and exhibit proper role model behavior
- Managed end of summer special events which included group tournaments and awards ceremony

Bethesda Country Club  
Caddy Summers

Bethesda, MD  
2011-2012

- Educated golfers on the intricacies of the golf course and recommended shot strategy and club selection
- Communicated and interacted with many successful local business executives and celebrities
- Organized and cleaned members' equipment to ensure proper storage and care



*If your GPA is above a 3.0, you may want to include it in your Education section.*

**INTERNATIONAL STUDIES**

999 Old Oak Avenue \* Arlington, VA 12345 \* 443-555-5555 \* irelations@jhu.edu

*EDUCATION*

**Johns Hopkins University**

Bachelor of Arts in International Studies, GPA 3.5

Baltimore, MD

May 20XX

**Phillips Exeter Academy**

High School Diploma, Graduated with Honors

Exeter, NH

June 20XX

*INTERNATIONAL EXPERIENCE*

**Study Abroad**

**American University in Cairo**

Cairo, Egypt

Fall 20XX

Courses: Modern Movements in Islam, Middle East Politics, Political Readjustment in the Middle East and North Africa

**Study Abroad**

**Institut D'Etudes  
Françaises D'Avignon**

Avignon, France

Summer 20XX

Courses: French Theater, Culture, and Language taught in French; GPA: 3.65

**English Teacher**

**Travel to Teach**

Pai, Thailand

Fall 20XX

- Designed a curriculum, created lesson plans and instructed 2nd through 6th grade classes in a rural elementary school
- Relied on organizational skills, management, and creativity as the sole adult in classes with 15 to 25 students

*Extensive Travel Experience*

- Developed an open-minded world-view and adventurous spirit while travelling for periods ranging between 3 weeks and 3 months in Egypt, France, Laos, Mongolia, Nicaragua, Peru and Thailand and for durations under 3 weeks in Belize, Costa Rica, Dominican Republic, Guatemala, Israel, Jordan, Mexico, Panama, Philippines and Spain

*VOLUNTEER EXPERIENCE*

**Family Mentor**

**International  
Rescue Committee**

Baltimore, MD

Spring 2009, Spring 20XX

- Provided general office aid and currently assist one local refugee family in the transition and acculturation process

**Student Volunteer**

**National  
Student Partnerships**

Baltimore, MD

November 2007-March 20XX

- Counseled indigent clients in obtaining housing, employment and access to other services at a drop-in resource center
- Worked with clients who often struggled with mental health disorders, disability, substance abuse or constraints related to prior incarceration

**Volunteer**

**Crow Canyon  
Archaeological Center**

Cortez, CO

June 20XX

- Coordinated mass mailing for annual fund-raising efforts and provided clerical aid in data entry and filing

*EMPLOYMENT EXPERIENCE*

**Divemaster**

**PADI, Scuba Diving**

Various

20XX-20XX

- Organized and led overseas diving trips for various dive companies
- Managed emergency situations
- Provided guidance in regard to further certification and equipment

*SKILLS & CERTIFICATIONS*

- Intermediate French
- MS Office, Basic Adobe Bridge and Adobe Photoshop, Digital Photography
- PADI Open Water SCUBA certification (2005 – present)

*You can group similar kinds of experiences under the same heading. This is best used when the experience is directly related to the jobs you are applying for.*





RESEARCH STUDENT

Local Address  
Street  
City, State Zip

cell phone  
email address

Home Address  
Street  
City, State Zip

OBJECTIVE

To obtain a summer 20XX internship position in the field of medical devices

EDUCATION

Johns Hopkins University, Baltimore, MD  
Bachelor of Science in Biomedical Engineering  
GPA 3.65

Using a section like related coursework can show academic skills in many different areas. Try to limit the number of courses you list and tailor the list for every job you apply for.

May 20XX

RELATED COURSEWORK AND PROJECTS

Models and Simulations; Circuits; Systems and Controls; Java; Biomedical Instrumentation; Digital Systems, Biomaterials I & II; Mechatronics, Data Structures, Statistical Mechanics and Thermodynamics; Micro/Nanotechnology; Systems Bioengineering; Molecules and Cells; Microfabrication Lab; Modeling.

- Serial Nanofilter: Developed a prototype that demonstrates serial filtration using ultrathin silicon membranes. Project includes designing, building, and testing the device. Fall 2012-Spring 2013
- Mass Transport from a Dissolving Particle : Created a simulation of a spherical water droplet from an inhaler traveling down the respiratory system using MATLAB. Summarized the findings in a paper. Fall 2011

ENGINEERING DESIGN EXPERIENCE

Biomedical Engineering Design Team

September 20XX – May 20XX

- Granted U.S. Government Provisional Patent (99/999,999)
- Awarded 1st place at 20XX Biomedical Engineering Design Day Competition
- Received 20XX NCIIA Grant: \$15,500 - Dynamic Ankle-Foot Orthosis (AFO)
- Presented Linda Trinh Memorial Award for best exemplification of a BME Design Team
- Worked on a 10 member team to design, develop, patent, and market a novel Ankle-Foot Orthosis (AFO)
- Engineered more resilient, therapeutic, easily fitted, and economical AFO than current products on the market
- Performed market research and IRB approved human trials to assess and address limitations of current AFO
- Developed 3-D computer models for stress testing, mechanical/material analysis, and manufacturing
- Created and evaluated working prototypes and current products via IRB approved human trials and strength tests
- Managed four underclassmen members and guided them through the design, research, and manufacturing process

Research Assistant, Johns Hopkins Department of Computer Integrated Surgery

October 20XX- Present

- Write complex computer programs to aid surgeons in neurosurgeries
- Presented work with supervising graduate student at regional conference on robotics in health care

PUBLICATIONS

Student, R. (in press). Therapeutic dynamic ankle-foot orthosis. Journal of NeuroEngineering and Rehabilitation

If you have published or presented your research, be sure to include it and use the citation style of your field (i.e. Chicago, MLA, APA, etc.). If you are not the first author, you can use a bold font for your name.

TECHNICAL SKILLS

Software: ProEngineer; MATLAB; MiniTab; Java; InDesign; AutoCAD; LABVIEW; Simulink

Laboratory Equipment, Techniques and Certifications: Mask Aligner; Evaporator; Electrodeposition; Fluorescent Microscopy; Clean Room Protocol; Plasma Cleaner; Spinner; Thin Film Etching Protocol; Sputtering Chamber; SQUID; VSM; XRD; Johns Hopkins Hospital IRB Certified to work with Human Research Subjects



**Future Teacher**

1712 School Street • Essex, MA 01929 • (978) 555-9876 • teacher2013@gmail.com

**TEACHING QUALIFICATIONS**

- Knowledge of teaching skills developed through teaching music, leading educational tours, and tutoring
- Strong written abilities including experience researching and analyzing various topics as well as paper editing
- Excellent verbal communication skills including presentation experience and familiarity with facilitating debates
- Diverse language skills including reading and conversational knowledge of Spanish, verbal and written knowledge of German, and an elementary knowledge of Italian and French

**EDUCATION**

JOHNS HOPKINS UNIVERSITY

Baltimore, MD

**Bachelor of Arts in History**, Minor in Music

May 2013

- 3.79 GPA; Major: 4.0 GPA; Dean's List, Phi Alpha Theta History Honors Society
- Colleges Against Cancer, Survivorship Board
- Academic Excellence Committee, Risk Chair, Kappa Zeta Sorority
- Provost Undergraduate Research Award 2012

INTERNATIONAL EDUCATION OF STUDENTS

Vienna, Austria

- Attended courses in German, music history, and European history

Spring 2012

**SELECTED HISTORY AND RELATED RESEARCH COURSES AND PROJECT**

Europe and the Wider World, Medieval World, The Victorians, London in the 20th Century, History of Eastern European Jewish People, Turn of the Century Vienna, History of Western Classical Music, Music Theory I & II, History of Musical Instruments, Music History IV, Musicology Research Seminar

- **BALTIMORE ORCHESTRA'S MUSICAL RESPONSE TO WWII CULTURE**, Senior Thesis Spring 2013  
13 month project evaluating the ways in which WWII culture influenced the Baltimore Orchestra in terms of personnel, repertoire, financial matters, community building, and morale through extensive archival research.
- **TOLSTOY AND PACIFISM, Sophomore Thesis** Spring 2011  
Yearlong project analyzing Tolstoy's philosophic views on Pacifism through primary works including My Religion and Writings on Civil Disobedience. Examine the influence these writings had on turn of the century American reformer Jane Addams.
- **NEWSBOY STRIKE IN 1899** Fall 2008-Spring 2007  
Completed a 10-month research project examining the role of the Newsboy Strike in the creation of child labor laws. With a colleague, created a play that dramatically interpreted historical events.

**TEACHING EXPERIENCE**

FOUNDATIONS UNDERGRADUATE HISTORY JOURNAL

Baltimore, MD

**Assistant Editor**

Spring 2011-Fall 2012

- Reviewed and critiqued content for 40 or more writing submissions per journal edition.
- Copy and Content edited submissions for final print.

JHU MODEL UNITED NATIONS

Baltimore, MD

**Chair, Moderator**

March 2010 & 2011

- Supervised and coordinated 50 high school students for four-day competition.
- Facilitated debate between high school students about social and humanitarian topics.
- Organized different debate moderators and prepared research materials on different nations' views of human rights.

CAPE ANN HISTORICAL MUSEUM

Gloucester, MA

**Docent**

Summer 2010

- Researched and organized 20 minute tours of 19th Century Federal Style Home examining different architecture and furniture styles as well as the history of the owner.
- Conducted educational tours twice a week for 8 weeks focusing on the history of the home and fielding questions.

SIRENS A CAPPELLA GROUP

Baltimore, MD

**Music Coordinator**

Fall 2009-Spring 2011

- Arranged selections and taught music to group members individually and in group sessions.

HAMILTON WENHAM REGIONAL HIGH SCHOOL

Hamilton, MA

**Organization Tutor**

Fall 2008-Spring 2009

- Tutored high school freshman in organizational methods such as note-taking and time management.



**E.N Gineerng**

3400 N. Charles Street  
Baltimore, MD 21218

410-516-8056  
eng@yahoo.com

**EDUCATION**

**Johns Hopkins University, Baltimore, MD**  
Bachelor of Science in Mechanical Engineering  
Concentration in Aerospace Engineering  
GPA: 3.34, Dean's List – Spring 2012

**May 2014**

**Relevant Courses**

Computer-Aided Design, Jet & Rocket Propulsion, Mechanics Based Design, Materials Selection, Electronics & Instrumentation, Statics & Mechanics of Materials, Manufacturing Engineering, Space Vehicle Dynamics & Control

**TECHNICAL SKILLS & LANGUAGES**

- Technical: MATLAB, Creo Elements/Pro, CES Edupack, AutoCAD
- Language: Fluent in Spanish, Intermediate German

**ENGINEERING EXPERIENCE**

**Senior Engineering Design Project**

**September 2011 – Present**

**JHU Department of Mechanical Engineering, Baltimore, MD**

- Develop new pre-distribution box and collection basin for improved water flow in cooling towers
- Co-author 50 page report containing initial design concepts, testing methods, graphs, and tables
- Utilized Creo Elements/Pro to produce CAD models of various design concepts included in critical design report

**Research Assistant**

**October 2011 – April 2012**

**JHU Laboratory for Bio-Inspired Locomotion, Baltimore, MD**

- Organized lab instruments and purchased tools, performed live testing on animals, and utilized software to test response of mosquito flight during exposure to variable sound frequencies

**Design Build Fly Team**

**January 2011 – January 2012**

**American Institute of Aeronautics and Astronautics, Tucson, AZ**

- Participated in construction and assembly of fuselage sections of remote controlled airplane
- Entered Final design in 2012 Design Build Fly competition
- Assisted in CAD design of new fuselage and wing sections since November 2011

**ACTIVITIES**

**Vice President, JHU Society of Hispanic Professional Engineers**

**September 2011 – Present**

- Co-founded chapter in September 2012 and served as editor of chapter constitution and bylaws
- Provided initial programming initiatives to lead in recruitment of 8 new members as of January 2013

**MAPP (Mentoring Assistance Peer Program)**

**September 2011 – Present**

- Counsel and mentor 2 underrepresented engineering freshmen by providing academic and personal development skills and support, as well as serve as liaison to university student support services
- Implement with a team of other mentors various academic, cultural, and service based enrichment events/ programs for freshmen mentees throughout academic year.

**Founding Member, Phi Delta Theta Fraternity, JHU Chapter**

**September 2011 – Present**

- Recruited initial interest group throughout colonization and chartering

**HONORS**

**Johns Hopkins Bloomberg Scholarship** for academic success in mechanical engineering

**2012**

**Richard Schlotterbeck Memorial Scholarship** in mechanical engineering

**2010 – 2011**

**Sigma Phi Epsilon Balanced Man Scholarship Finalist** for academic leadership

**2010**

*Describing your honors helps employers understand the relevance of your accomplishments.*



**Public Q. Health**

3400 N. Charles St, Apt. 123, Baltimore, MD 21218  
makeadifference@jhu.edu, (410) 516-1000

**EDUCATION**

**Johns Hopkins University**

Bachelor of Arts in Public Health Studies and Anthropology

Minor in French Cultural Studies

Cumulative GPA: 3.65, University Honors

**Awarded Outstanding Public Health Senior**

**Baltimore, MD**

May 2012

**PROFESSIONAL EXPERIENCE**

**United Nations Development Programme, Bureau of Crisis Prevention and Recovery**

**New York, NY**

External Relations Intern

Summer 2012

- Gathered raw data and other information that illustrate the successes of country offices throughout the world.
- Corresponded and worked with UNDP BCPR staff members in over 100 countries, primarily in French.
- Wrote success stories to be published on the UNDP website that illustrate the successful initiatives of UNDP BCPR.

**Social Science Research Council**

**New York, NY**

Gender, Security, and HIV/AIDS Program Intern

Summer 2011

- Performed literature reviews on over 100 articles for a meeting sponsored by UNAIDS on HIV and sexual violence.
- Searched for the latest information available on HIV and sexual violence and applied them to existing research.
- Communicated with HIV/AIDS experts throughout the world to forge relationships between them and SSRC.

**PUBLICATIONS AND PRESENTATIONS**

Health, Public Q. (2012, May). Not as Easy as 123: HIV Prevention in Three American Cities. Poster session presented at the Johns Hopkins University Woodrow Wilson Undergraduate Research Fellow Poster Session, Baltimore, MD.

**LEADERSHIP EXPERIENCE**

**Johns Hopkins University Model United Nations Conference**

**Baltimore, MD**

Under Secretary General of Specialized Committees

Spring 2012- Present

- Create, develop, and supervise twelve specialized committees to be executed at JHUMUNC 2012.
- Responsible for the selection, training, and monitoring of approximately 60 staff members.
- Assist the Secretaries-General in the overall planning of the conference including but not limited to: venue selection, staff interviews, committee development, and topic decisions.

**Armenian Revolutionary Federation Triumvirate Committee Chair**

**Spring 2011 - Present**

- Direct 15 experienced Model United Nations Delegates through intensive committee sessions and a crisis simulation.
- Manage three other staff members in accordance with their duties within the Triumvirate Committee.

**Campus Kitchens Project at Johns Hopkins University**

**Baltimore, MD**

Executive Board, Director of Volunteer Relations

Spring 2011 - Present

- Coordinate all volunteer shifts (up to 10 per week) for Campus Kitchens by gathering volunteers, managing time sheets, preparing cooking materials, and managing kitchen use.
- Participate in cooking shifts to prepare meals for those in need multiple times per week.
- Complete pick-up shifts where excess food is gathered from campus dining halls or neighborhood restaurants to give to shelters.

**SKILLS**

**Language:** Able to read, write, and speak French fluently

**Computer:** Microsoft Excel, PowerPoint, Access, Word, familiar with statistical software programs (R, SAS, SPSS)



**Ian T. Consult**

**410.516.8056**

500 West University Parkway Apt 5152 Baltimore, MD 21210

consult.ian@gmail.com

**Education**

**The Johns Hopkins University, Baltimore, MD**

GPA 3.79. Bachelor of Arts Latin American Studies, Bachelor of Arts East Asian Studies

May 20xx

- National Collegiate Scholar, Dean's List
- Study Abroad-Universidad de Buenos Aires, Buenos Aires, Argentina Spring 20xx
- 1450 SAT score: 730 Verbal/720 Math, 780 SAT II Writing

**Relevant Experience**

**Associate/Manager, Hopkins Tech Commercialization Agency, Baltimore, MD**

February 20xx – Present

- Managed the nation's first student-run technology transfer agency.
- Produced financial statements. Hired, trained, and managed a team of up to eight research associates.
- Devised turnaround strategy, which resulted in a return to profitability within first semester of management. As a result, company operates with net profit 40% of revenues.
- Broadened service offerings to include business plan writing and market research for independent inventors.
- Built and maintained relationships with representatives of local invention groups, intellectual property lawyers, and representatives of local business incubators.

**Management Intern, Alliance Lab, Washington, DC**

Summer 20xx, June 20xx – Present

- Collaborated with management to develop the winning business plan for the 2010 Washington DC Economic Partnership PremierPlan Business Plan Competition. Awarded \$100,000 investment, which will allow company to expand to a second location.
- Developed Filemaker CRM database to streamline sales, billing, and customer management.
- Advised management on marketing and client incentive programs for expansion location.
- Identified, proposed, and executed projects to improve office efficiency, such replacing a paper-based conference room scheduler with an online system.
- Served as primary point of contact for potential clients.

**Research Assistant, Provincial Bank Foundation, Buenos Aires, Argentina**

February 20xx – May 20xx

- Conducted research and compiled report on the role and changing character of Non-Governmental, Non-Profit Organizations in relation to both Government and Business-run aid organizations in Argentina.
- Assisted in organizing health education fairs for families from underdeveloped villages.

**Intern, Council for Emerging National Security Affairs, Washington, DC**

Winter 20xx

- Collaborated with leadership to rewrite organization's business plan.

**Recruiting/Web Assistant, Johns Hopkins Admissions, Baltimore, MD**

September 20xx-Present

- Maintained admissions website and represented office at parent and student events.

**Leadership**

**Workforce Development Intern, Asian American Civic Association Intern, Plano, TX**

Summer 20xx

- Taught English and key job skills as part of a government approved program to unemployed workers who had emigrated from China

**Debater/Treasurer, JHU Debate Society, Washington, DC**

August 2008 – May 20xx

- Recognized by league as one of the top ten novice debaters of the year.
- Supervised team finances and processed registration fees for over fifteen tournaments.

**Eagle Scout, Boy Scouts of America**

April 20xx

**Skills**

**Computer:** Excel (Intermediate-Advanced), PowerPoint, FileMaker, LexisNexis, Dreamweaver.

**Language:** Native English speaker, fluent in Spanish, basic knowledge of Chinese



**Ima Consultant**

410-516-8056 | ima.consultant@gmail.com  
3400 North Charles Street, Baltimore, MD 21218

**EDUCATION**

**Johns Hopkins University** Baltimore, MD  
*Bachelor of Science in Neuroscience Minor in Economics and Mathematics* May 20XX  

- GPA 3.76, Major GPA: 3.82, Deans List Awards, Honors Expected
- 1450 SAT score: 730 Verbal/720 Math, 780 SAT II Writing
- Relevant Coursework: Financial Accounting, Financial Markets & Institutions, Linear Algebra, Elementary Number Theory, Multivariable Calculus, Differential Equations, and Economics of Health

**RELEVANT EXPERIENCE**

**Johns Hopkins University Office of Student Life: Senior Leadership Consultants** Baltimore, MD  
*Consulting Services Team* May 20XX – Present  

- Led a series of workshops and sessions designed to increase performance of student group clients facing leadership or organizational issues
- Instituted a program in conjunction with student government to assign consultants to new client groups
- Conducted assessment for university on effectiveness of leadership development program, analyzing data collected through individual interviews with stakeholders, focus groups, and benchmark studies

**Johns Hopkins University: Institute for Applied Economics** Baltimore, MD  
*Research Assistant* January 20XX – Present  

- Performed regression analysis on personally transcribed capital and current account data for 15 currency boards
- Produced working paper showing no correlation between accounts and explaining significance; paper currently awaiting publication

**Pavilion Health Services LLC** Phoenix, AZ  
*Summer Intern* May – August 20XX  

- Analyzed health insurance contracts to update fee schedules for seven major insurance providers
- Updated fee schedule allowing accounts receivable to increase by \$2.6m for the year
- Improved employee training efficiency by creating flow charts for the electronic medical record processes
- Processed patient and hospital refunds for 900 encounters totaling \$35k

**LEADERSHIP**

**Johns Hopkins University: Student Government Association** Baltimore, MD  
*Co-Chairman of Academic Affairs Committee, Class of 2015 Senior Senator* May 20XX – Present  

- Collaborated with senior administration to improve course evaluations for both undergraduate schools
- Proposed to administrative policy change that would allow graded credit for civic service internships

**Johns Hopkins University: Spring Fair** Baltimore, MD  
*Executive Committee, '13 - Present, Advertising Committee Chairman, '12 - '13* September 20XX – Present  

- Functioned as official liaison to coordinate communication, funding, and logistics between university and student government for 35 member committee responsible for orchestrating annual weekend festival
- Managed Spring Fair staff development: training, retreats, and new member orientation for 28 team members
- Coordinated digital and traditional advertising strategies to draw in record attendance of nearly 26,000 people

**Kappa Zeta, Iota Tau Chapter** Baltimore, MD  
*Executive Treasurer Present -'12, Alumni Chairman '11-'12, Scholarship Chairman '10-'11* May 20XX – Present  

- Created a \$60k yearly budget; increased collection rate to 94% and decreased operating expenses by 5%
- Maintained an average account balance of \$7k, representing an increase of ~40% year over year
- Published two newsletters and held a reunion event to see record alumni donations for the chapter
- Raised chapter GPA from 3.18 to 3.33 through mentorship program and emphasis on academic standards

**Johns Hopkins University: Milton S. Eisenhower Symposium** Baltimore, MD  
*Publicity Committee* February 20XX – May 20XX  

- Recruited seven prominent world leaders to conduct lectures and publicized the events to the student body
- Shifted focus on advertising towards social media to reduce cost and environmental waste by 30%
- Increased lecture attendance by 150%, maintaining an average attendance of ~550 people

**SKILLS**

**Computer Skills:** MS Excel, Word, and PowerPoint; Adobe Photoshop and InDesign



**GRADUATE STUDENT**

One College Ave, Baltimore, MD 12345  
Phone: 443-999-9999  
Email: gstudent@jhu.edu

**EDUCATION** Johns Hopkins University Baltimore, MD  
MSE, Electrical & Computer Engineering, (GPA 3.9) 20XX  
University of Mumbai, Mumbai, India  
B.E., Computer Engineering, (GPA 9.1/10, GRE 1580/1600 Quant:800/800, Verbal:780/800) 20XX

**PROJECT EXPERIENCE** **Multithreaded (IM)Chat Server with Peer to Peer Application:** Technology used:  
C, UNIX Socket Programming

**Reliable Multicast over UDP:** A multicast engine, which uses Token ring protocol for reliable transfer of multicast messages between group of servers so all of them get messages in an agreed consistent order.

**JAVA Communicator:** Developed an integrated JAVA application providing communication environment which allows user to hold conference and provide utilities such as white board, chat, presentations in PDF format.

**Blue-Fi:** Devised and implemented a unique solution in C, enabling remote communication and management of Bluetooth enabled devices overcoming the short range limitation of Bluetooth technology.

**Vector Model for Information Retrieval:** A vector based Information Retrieval model in PERL for ranking documents on the basis of vector similarity between the two. Extended this project to find word sense disambiguation that occurs in different queries.

**Image Search Engine:** Created a Vector model Based Search Engine in using Query Expansion and multiple queries input from User. A unique Search Engine that does not store image files but only their links. Created a web robot to crawl the internet to find these links.

**Technology used:** PERL Mobile P2P networking: Developed P2P file sharing and chat protocols for Nokia N800 tablet PC in C.

**Boggle:** Developed a version of popular game Boggle in JAVA using MVC pattern and swing classes for GUI.

**INDUSTRY EXPERIENCE** **Engineering Intern** Google Inc., Mountain View, California USA (Mentor: M. Pasca) 20XX  
Contributed in developing a large-scale (using MapReduce) framework for seed-based textual information extraction of class attributes (e.g. make, model, mpg, etc. for the class of cars) from anonymized query logs. Contribution to the codebase was in the form of a checked in component for computing pairwise similarities of search-signature vectors. Also conducted a preliminary research investigation in automatically extracting comparative statements between two entities from the entire web, and showed a promising direction by identifying high-quality comparative statements via attributes extracted using the above seed-based framework.

**TECHNICAL SKILLS** **Languages:** C/C++, Java, C#, Shell Scripting, Perl, JSP, PHP, NesC, Assembly, VHDL  
**Software Platforms:** Windows Mobile SDK, ASP.NET, J2EE, Ruby on Rails, Hadoop, OpenMPI, Visual Studio 2008, Eclipse, Matlab, XAMP

**Operating Systems:** TinyOS, Windows CE, Maemo, MAC OSX, Linux, Windows

**Network Protocols:** TCP/IP, Ethernet, Wifi, GSM, Bluetooth, RF, Zigbee

**Databases:** Oracle, MySQL, SQL Server Compact

**Hardware:** MSP430, ATmega8L, AT89C51, 8085, FPGA programming

**LANGUAGE SKILLS** Fluent in Hindi and Gujarati

You can include course projects to show the variety of experiences you have had as a student.

If you have a lot of computer skills be sure to list them specifically. Employers look for these key words.



**Young Alumni**

1111 Hopkins Way  
New York, New York  
111-111-1111

hopkinsalumni@gmail.com

**Deloitte Consulting, New York, NY**

**Senior Analyst**

January 20XX – Present

- Advised large corporate clients on ways to streamline and enhance their investment structure
- Recommended new asset classes to offer, such as real assets and short duration fixed income
- Evaluated and selected best-in-class investment managers that were most appropriate for the client
- Developed specialized investment objectives for clients
- Conducted meetings with investment managers on new strategies being offered and their appropriateness for clients
- Created custom lifecycle funds for clients based on their asset allocation and risk preferences
- Presented a case study to colleagues on how to structure a Defined Contribution plan
- Utilized portfolio structuring programs to analyze clients' efficient frontiers and risk preferences
- Provided analysis on the investment
- Mentored new analysts and interns

**Analyst**

July 20XX – January 20XX

- Performed Style Analytics by evaluating asset managers' holdings and performance
- Created Performance Evaluation reports in which asset managers' returns, styles and investment strategies were compared
- Researched mutual funds and market indices on Bloomberg, Morningstar and Lipper
- Organized and attended Finalist Presentations for managers; discussed performance and portfolio characteristics
- Crafted Requests for Proposal for potential retainer clients which detailed specific investment analysis Mercer can offer
- Produced presentations on employing benchmarks to evaluate returns, as well as active vs. passive investing

**Global Wealth Management Intern – CitiGroup, New York, New York**

Summer 20XX

- Generated Performance Reports to evaluate asset managers in comparison to market indices
- Generated Asset Allocation documents to determine the most profitable methods for investing clients' capital
- Developed a Standard Operating Procedures Manual which highlighted how to use Excel and Outlook
- Created Excel graphs to determine which sectors the clients have invested in and sector performance

**EDUCATION**

**Johns Hopkins University, Baltimore, MD**

May 20XX

The Krieger School of Arts and Sciences

Bachelor of Arts in International Studies, Minor in Economics

- Cumulative GPA: 3.59/4.0

**Student Representative - International Business & Economics program – Oxford, UK**

Spring 20XX

- Elected as liaison between professors, administration, and
- Consulted with professors on curricula for IBE program
- Participated in designing IBE field study to Berlin and Paris; coordinated company visits in London

**SKILLS**

- Fluent in French & Mandarin Chinese
- Experience with Bloomberg, Morningstar, Lipper, Oracle, MINITAB, PowerPoint, Word, Excel, investment consulting, computer programs that evaluate portfolio structures, efficient frontiers, investment managers, returns, and holdings





**POWER VERBS:**

**SUPERVISE**

Administer  
Control  
Delegate  
Direct  
Govern  
Guide  
Instruct  
Lead  
Manage  
Monitor  
Oversee  
Preside  
Schedule

**ASSIST**

Accompany  
Augment  
Carry out  
Collaborate  
Fortify  
Help  
Notify  
Protect  
Serve  
Support

**CREATE**

Compose  
Conceive  
Design  
Develop  
Establish  
Formulate  
Generate  
Initiate  
Invent  
Launch  
Originate  
Produce  
Write

**CHANGE**

Adapt  
Adjust  
Eliminate  
Expand  
Implement  
Increase  
Introduce  
Modify  
Propose  
Reconsider  
Remodel  
Revamp  
Revise  
Transform

**INFLUENCE**

Advise  
Convince  
Counsel  
Dispatch  
Innovate  
Judge  
Motivate  
Negotiate  
Orchestrate  
Persuade  
Promote  
Recommend  
Refer  
Stimulate  
Suggest

**PUT TOGETHER**

Arrange  
Assemble  
Build  
Collect  
Compile  
Construct  
Coordinate  
Display  
Engage  
Gather  
Organize  
Plan  
Structure

**EFFICIENCY**

Accelerate  
Apply  
Consolidate  
Expedite  
Facilitate  
Improve  
Maintain  
Reinforce  
Reduce  
Streamline

**COMMUNICATE**

Address  
Broadcast  
Consult  
Contact  
Express  
Inform  
Interview  
Investigate  
Lecture  
Meet with  
Relate  
Train

**EVALUATE**

Analyze  
Assess  
Calculate  
Compare  
Conceptualize  
Define  
Estimate  
Examine  
Forecast  
Inspect  
Interpret  
Observe  
Pinpoint  
Project  
Review  
Screen  
Solve  
Survey  
Test  
Update

**SHOW**

Accomplish  
Conduct  
Demonstrate  
Emphasize  
Exhibit  
Give  
Illustrate  
Perform  
Present  
Prove  
Symbolize

**DECISION**

Approve  
Choose  
Determine  
Enlist  
Hire  
Improvise  
Order  
Recruit  
Resolve  
Select

**ACHIEVE**

Attain  
Complete  
Deal with  
Effect  
Master  
Participate in  
Provide  
Undertake  
Win

**TASKS**

Clean  
Deliver  
Distribute  
Drive  
File  
Fix  
Install  
Inventory  
Lift  
Log  
Manipulate  
Obtain  
Open  
Operate  
Pack  
Pilot  
Process  
Purchase  
Receive  
Repair  
Restore  
Sell  
Ship  
Sort  
Supply  
Type  
Umpire  
Volunteer

**EDUCATE**

Award  
Broaden  
Coach  
Encourage  
Explain  
Learn  
Listen  
Mentor  
Orient  
Proofread  
Teach  
Team-building  
Tutor

**MEDICAL**

Aide  
Diagnose  
Dispense  
Induce  
Prescribe  
Preserve  
Prepare  
Problem-solve  
Rehabilitate  
Specialize  
Treat

**ARTISTIC**

Act  
Dramatize  
Draw  
Imagine  
Inspire  
Model  
Paint  
Perceive  
Photograph  
Play  
Rehearse  
Sing  
Sew  
Shape  
Share  
Sketch  
Speak  
Talk  
Understudy

**EDIT**

Condense  
Correspond  
Detail  
Focus  
Integrate  
Prepare  
Publish  
Read  
Summarize  
Transcribe  
Translate  
Unify  
Verbalize  
Verify

**FINANCIAL**

Allocate  
Audit  
Bill  
Budget  
Invest  
Regulate  
Risk  
Upgrade

**COOPERATE**

Arbitrate  
Decide  
Harmonize  
Head  
Mediate  
Navigate  
Synergize  
Unify  
Volunteer

**RESEARCH**

Answer  
Ascertain  
Catalog  
Chart  
Check  
Classify  
Compute  
Conserve  
Contrive  
Discover  
Disprove  
Dissect  
Experiment  
Extract  
Fabricate  
Hypothesize  
Identify  
Incorporate  
Predict  
Question  
Reason  
Render  
Study  
Understand  
Weigh

**OTHER**

Activate  
Amplify  
Appoint  
Conceptualize  
Devise  
Divert  
Employ  
Enforce  
Extend  
Found  
Heighten  
Illustrate  
Institute  
Qualify  
Quote  
Raise  
Record  
Rectify  
Report  
Respond  
Retrieve  
Separate  
Seek  
Systematize  
Tend  
Uphold  
Utilize  
Validate  
Yield



## SAMPLE REFERENCE PAGE:

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References for Project Assistant, Johns Hopkins Hospital application:

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