

Career Center

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

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 14).
- 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 2016

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 2012

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. 2012 – Present

Volunteer, Johns Hopkins Circle K

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

Sept. 2012-Present

Secretary, National Honor Society

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

Small Town, NY
Sept. 2010 – May 2011

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. 2009

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. 2012

Page, NY House of Representatives

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

Albany, NY
June-Aug. 2010

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

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

Baltimore, MD
May 2011

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 2010

- 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 2009

- 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

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

Legg Mason Capital Management

Equity Research Intern

Baltimore, MD
August 2008 – May 2009

- 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 2009 – 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 2007 – 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 2007 – May 2008

- 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 Baltimore, MD
Bachelor of Science in Civil Engineering; Minor: Entrepreneurship & Management Expected May 2015
Major GPA: 3.5
Strong Computer Skills: MATLAB, Excel, Word, PowerPoint, and Mastan2

Midtown High School Washington, DC
High School Diploma May 2011
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 transferrable skills.*

ATHLETICS

Personal Training January 2010- 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 Baltimore, MD
Defensive Lineman September 2011-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 Washington, DC
Offensive & Defensive Lineman 2006-2011

- 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 2000-2007

- 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 Baltimore, MD
Sports Coordinator Summer 2011

- 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 Bethesda, MD
Caddy Summers 2009-2010

- 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

INTERNATIONAL STUDIES

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

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

EDUCATION

Johns Hopkins University Baltimore, MD May 20XX
Bachelor of Arts in International Studies, GPA 3.5

Phillips Exeter Academy Exeter, NH June 20XX
High School Diploma, Graduated with Honors

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.

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)

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

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.

EDUCATION

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

Expected 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

Bachelor of Arts in History, Minor in Music

Baltimore, MD

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
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**
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. Gineering

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, Tuscon, 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

Public Q. Health

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

EDUCATION

Johns Hopkins University

Baltimore, MD

Bachelor of Arts in Public Health Studies and Anthropology

May 2012

Minor in French Cultural Studies

Cumulative GPA: 3.65, *University Honors*

Awarded Outstanding Public Health Senior

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)

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

GPA 3.79. Bachelor of Arts Latin American Studies, Bachelor of Arts East Asian Studies May 2013

- National Collegiate Scholar, Dean's List
- Study Abroad-Universidad de Buenos Aires, *Buenos Aires, Argentina* Spring 2012
- 1450 SAT score: 730 Verbal/720 Math, 780 SAT II Writing

Relevant Experience**Associate/Manager**, Hopkins Tech Commercialization Agency, *Baltimore, MD* February 2011 – 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 2011, June 2012 – 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 2012 – May 2012

- 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 2011

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

Recruiting/Web Assistant, Johns Hopkins Admissions, *Baltimore, MD* September 2008 – Present

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

Leadership**Workforce Development Intern**, Asian American Civic Association Intern, *Plano, TX* Summer 2010

- 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 2009

- 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 2008**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 2015

- **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 2012 – 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 2012 – 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 2012

- 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 2013 – 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 2012 – 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 2011 – 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 2012 – May 2013

- 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

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

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) 2004

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, ATS2313, 8085, FPGA programming

LANGUAGE SKILLS Fluent in Hindi and Gujarati

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 2009 – 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 outlook for different regions of the world
- Mentored new analysts and interns

Analyst

July 2007 – January 2009

- 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 2006

- 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 2007

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 2007

- 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 REFERENCES PAGE:

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

References for Project Assistant, Johns Hopkins Hospital application:

Dr. John Doe
Associate Professor
Biological Sciences Department
Johns Hopkins University
3400 N. Charles Street
Baltimore, MD 21218
(410) 516-0000
jdoe@jhu.edu

Dr. Laura West
Chief Resident, Department of Pediatrics
Johns Hopkins Children's Center
123 Monument Street
Baltimore, MD 21001
(410) 100-0000
lwest@jhmi.edu

Ms. Ana Peters
Intern Program Supervisor
Global Health Brigades
111 Jefferson St.
Washington, DC
(111)111-1111
apeters@globalhealthbrigades.org