

UNDERGRADUATE RÉSUMÉS

1. There is no absolute right format. This is your personal work, so create a résumé that represents you well and that you like. However, be sure that you follow basic guidelines:
 - A. Make sure your résumé says the most about you in the fewest number of words (one page is recommended for bachelor's level students...but there are some exceptions, e.g. more than ten years of employment experience).
 - B. Be consistent with your format! Margins, bolding, capitalization, bullet points, and style must be consistent as well as order and style of information.
 - C. Proofread for typing and spelling accuracy.
2. Only items leading directly to setting up an interview should be included. Keep your résumé specific to the job you are applying for, even if that means having different résumés for different jobs. (E.g. one résumé for research-related positions and another for sales positions) Salary requirements, supervisor's names (other than undergraduate research advisors), abbreviations, clichés, reasons for leaving jobs, personal opinions and personal information such as height, weight, age, marital status, etc. should be excluded.
 - A. Required Categories: (Heading) Name, Home Address, Phone Number (Note: Be sure your phone number is prominent. Employers who cannot find--or read--your telephone number will not call!), Email Address; (Body) Education (incl. GPA if above a 3.0; do not include your collegiate GPA if you do not yet have one), Experience (Work and/or Activities).
 - B. Optional Categories: (Body) Objective or Summary of Qualifications, Relevant Coursework, Honors & Awards, Activities or Leadership, Credentials, Skills (technical skills only: computer, lab, languages), Publications, Presentations, Professional Affiliations, and Other.
3. If you do include an objective, be sure that it shows your career goals. It must be narrow and specific and include your strengths as they apply to the position. (e.g. To utilize my education in Chemical Engineering and excellent communication skills as a Product Engineer at a growing company to create advanced products in a team setting)
4. Both the résumé and cover letter should be examples of your best work! Maintain a positive tone by excluding negative aspects of your experience.
5. Choose a conservative font such as Helvetica, Times, Courier, Geneva, New York, Palatino, or a Sans Serif font no smaller than 10 and no larger than 14. Include as much "white space" as possible for easier scanning by the employer, maintaining approximately 1" margins.
6. Make your résumé look professional. If you make a hard copy, use only a laser printer on good quality bond paper. Use white, off white, or a light blue or gray, 8-1/2" X 11" bond paper. (Remember that your potential employer may photocopy your résumé, so be sure that the paper is not too dark or "blotchy" to photocopy well!).
7. Be specific with dates, job titles, employers, interests, and accomplishments. Items within each section should be in reverse chronological order (most recent first and back from there). Be complete and descriptive without being too long. Always be completely accurate and truthful!
8. Use what is called telegraphic style. Omit all personal pronouns (I, we, they, you, etc.). Use incomplete sentences in list form (no paragraphs!) without punctuation.
9. Use results oriented, "action verbs" in describing your experience. Words such as administered, coordinated, developed, created, implemented, managed, and prepared are keys in telling employers what you have accomplished. Use past tense unless you are describing a job you are currently doing (in which case present tense or past tense is acceptable). Career Services has additional recommendations for action verbs. Include outcomes/accomplishments with the majority (or all!) of your bullets to demonstrate what you achieved.
10. Do not staple, paper clip, fold, or put your résumé in a folder at Career Fairs. Use the larger 9" X 12" envelopes if you have to mail your résumé and be sure watermarks (if your paper has them) are right-side up.

For more information or assistance with a résumé or other job search question, please contact us at:
School of Chemical Sciences Career Services
105 Noyes Laboratory
217-333-1050 • careers@scs.illinois.edu • <http://careers.scs.illinois.edu/>

JUSTICE WILLIAMS

2334 S. Austin Rd, Apt. B, Champaign, IL 30301 | jwilliams@illinois.edu | 217-555-1212

EDUCATION

BS, Chemistry, with Honors; Minor: Russian

University of Illinois, Urbana-Champaign, IL, Expected May 20xx

- Honors thesis: "Synthesis of bis-dipyridyl complexes of divalent transition metals"
- GPA 3.55/4.00

EXPERIENCE

Research Assistant, Professor Nina R. Young

University of Illinois, Urbana-Champaign, IL, August 20xx-Present

- Synthesized organic ligands and inorganic compounds, on large and small scales, using anaerobic techniques
- Produced complexes of divalent first-row transition metals; studied their interaction with dioxygen
- Characterized products with ^1H NMR, UV-Visible Spectroscopy, IR Spectroscopy as well as X-Ray Crystallography

Teaching Assistant, Undergraduate Inorganic Chemistry

University of Illinois, Urbana-Champaign, IL, Fall 20xx

- Planned and led help sessions and recitations twice per week for 20+ students
- Coordinated materials, conducted lab sessions, and graded lab reports

COMPUTER EXPERIENCE

- Navigate Mac OS, DOS, MS Windows, X windows, and UNIX
- Proficient in MathCAD, AmiProd, MatLab, Python
- Acquainted with Cambridge Structural Database and Inorganic Crystal Structure Database

COURSEWORK

- Completed, in addition to required courses, graduate-level biochemistry (4 hours), instrumental analysis (2 hours), bioanalysis lab (2 hours), and computational chemistry lab (2 hours)
- Attended workshop/conference on bioinorganic chemistry

AWARDS

- Dean's List, August 20xx-January 20xx
- Grant recipient from the General Electric Foundation, Summer 20xx

ACTIVITIES

- Member, Alpha Delta Chi honor society, January 20xx-Present
- Private music tutor (cello), January 20xx-Present
- Volunteer, Urbana Food Bank, Fall 20xx

(If you choose to include references, they should be on a separate page, consistent with your résumé, as noted on the next page.)

JUSTICE WILLIAMS

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REFERENCES

Professor Nina R. Young, Department of Chemistry
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nyoung@illinois.edu

Professor Rodney Tree, Department of Chemistry
University of Illinois at Urbana-Champaign
900 Gorder Drive, Box 8-200
Urbana, IL 61801
217-555-1212
rtree@illinois.edu

Professor James Orney, Department of Mathematics
University of Illinois at Urbana-Champaign
122 Simpson Avenue, Box 7-407
Champaign, IL 61820
217-555-1212
jorney@illinois.edu

ANIKA PATEL

2334 S. Austin Rd, Apt. B
Nantucket, IA 30301
apatel@nantucket.edu | 217-555-1212

EDUCATION

BS, Chemical & Biomolecular Engineering Expected May 20xx
University of Nantucket, Nantucket, IA

- GPA 3.55/4.00

EXPERIENCE

Research Assistant, Professor Maria Gomez August 20xx-Present
University of Nantucket, Nantucket, IA

- Prepared and measured laminates for Li-ion battery electrodes
- Wrote programs for testing batteries using MACCOR to determine specifications of primary cells

Intern Summer 20xx
ABC Engineering, New York, NY

- Conducted in-depth reappraisal of a drilling joint-venture to ensure regulations were met
- Developed an Excel-based steam optimization program to improve efficiency by 34%
- Audited 7 completed energy projects to verify data was correct and reconcile energy savings

Tutor Spring 20xx
University of Nantucket, Nantucket, IA

- Assisted in educating two sections of approximately 30 undergraduate students each in Chemistry and Physics
- Held sessions to clarify difficult concepts taught in class and reviewed homework problems

PROJECTS

Production of Ethanol by Hydration of Ethylene over a Phosphoric Acid Catalyst Spring 20xx

- Designed the production process of ethanol by direct hydration of ethylene over a phosphoric acid catalyst using purge, recycle, and separation streams

Evaluation of Hydronic Radiant Heating System Designs Fall 20xx

- Created specifications for a hydronic balancing-based heat distribution model
- Employed life-cycle cost analysis to assess the relative cost-effectiveness of both an active and a natural gas heating system design

SKILLS

Laboratory: UV-Vis, IR, NMR Spectroscopy, Gas-Liquid Chromatography, Fractional Distillation, Recrystallization
Computer: Navigate Mac OS, DOS, MS Windows, UNIX, MathCAD, AmiProd, MatLab, Python

AWARDS

- Dean's List August 20xx-Present
- Grant recipient from the Pell Grant Foundation Summer 20xx

EXTRACURRICULAR ACTIVITIES

- Member, American Institute of Chemical Engineers January 20xx-Present
- Orientation Leader, New Student Programs Fall 20xx-Present

Jack Johnson

2013 Green Street, Apt. A, Urbana, IL 61801 | 319-555-1212 | jjohnson@illinois.edu

- EDUCATION** BS, Chemical & Biomolecular Engineering, University of Illinois at Urbana-Champaign
Expected May 20xx
- GPA 3.60/4.00
 - Advisor: Professor J. P. Morgan.
- EXPERIENCE** Summer Intern, Exxon Research and Development, Houston, TX
Summer 20xx
- Developed solutions to over-pressure safety concerns for 12 hydrocarbon storage tanks and the distillate hydro-treater
 - Estimated steam flow rates for a decontamination line replacement that could save \$800k during turnarounds
 - Created a plan of action to improve operator safety through the re-routing of a steam drainage system
- RESEARCH EXPERIENCE** Summer Researcher, University of Illinois at Urbana-Champaign
Summer 20xx
- Constructed new experimental equipment parts
 - Used Mathematica to model equipment efficiency
- ACTIVITIES** Member, American Institute of Chemical Engineers
20xx-present
- Engineering Learning Assistant, University of Illinois at Urbana-Champaign
Fall 20xx
- Led a class of 20 first year students in a four-week discussion to introduce them to the engineering field
 - Mentored students on importance of leadership, work experience, and academics to help ensure students' success in college
- Member, Omega Chi Epsilon Engineering Honor Society
Fall 20xx-Fall 20xx
- AWARDS** James Scholar, 20xx-present
Illinois State Scholar, 20xx-20xx
- SKILLS** Computer: ChemDraw, ChemDoodle, Aspen, Mathematica, MATLAB
Laboratory: NMR, Distillation, Column & Thin Layer Chromatography
Languages: Spanish (fluent), English (fluent), French (some knowledge)
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JAMAR RHODES

mr.andrerhodes@gmail.com | Cell: (217) 329-5627

Current Address: 519 E. Springfield, Champaign, IL 61820 | Permanent Address: 1835 Eisenhower St., Chicago, IL 60620

EDUCATION:

University of Illinois at Urbana - Champaign

Bachelor of Liberal Arts & Sciences, Chemistry

May 20xx

RESEARCH EXPERIENCE:

Bachmann Research Group, Champaign, IL

Undergraduate Research Assistant

June 20xx – May 20xx

- Probed non-covalent interactions in hydrated metal cluster ion systems using a combination of gas-phase spectroscopy and density functional theory calculations
- Synthesized functional monomers on a large scale to determine degree of polymerization

M. Carter Laboratory, Champaign, IL

Undergraduate Research Assistant

December 20xx – August 20xx

- Worked on project using deoxyribozymes to catalyze reductive amination
- Set up kinetic assays to analyze reactions as well as using electrophoresis to purify samples

OTHER EXPERIENCE:

Office of Minority & Student Affairs, Champaign, IL

Office Assistant

June 20xx – Present

- Greeted customers in person or via telephone; answered or referred inquiries
- Collaborated with team to present workshops and recruit prospective students

Specialty Construction Inc., Chicago, IL

Architecture Intern

May -August 20xx

- Worked with customers to sketch potential plans and produce models
- Attended meetings and integrated safety regulations into potential plans

ACTIVITIES:

National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCCHE)

President

20xx – Present

- Led all meetings and overhauled and energized the organization, growing membership 10 to 70 during tenure

Alpha Phi Alpha Fraternity, Incorporated | Tau Chapter

Director of Finance

20xx – Present

- Oversaw the organization's budget and collaborated with committees as needed
- Studied Parliamentary Procedure in order to guide and advise chapter and officers during meetings

COMMUNITY SERVICE:

Salvation Army Fundraiser

20xx – Present

SKILLS:

Lab: Recrystallization, TLC, Column Chromatography, Distillation, Extraction, High Performance Liquid Chromatography Quenching Reactions, Rotary Evaporation, Reflux, NMR Sample Preparation, Centrifugation

Computer: AutoCAD, Adobe Photoshop (Advanced), Adobe Illustrator (Intermediate)

HONORS:

WC Handy Scholarship Award Recipient

20xx – Present

Undergraduate Research Fellow

20xx & 20xx

HAILEY RODRIGUEZ

2334 Giles St, Apt. B
Nantucket, IA 30301
rodriguezha@nantucket.edu | 217-555-1212 (cell)

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• GPA 3.55/4.00

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- Orientation Leader, New Student Programs Fall 20xx-Present

ACTION VERBS

Leadership & Organizational Skills

Achieved
Acquired
Adapted
Administered
Approved
Arranged
Assembled
Attained
Completed
Complied
Conducted
Controlled
Decided
Delegated
Determined
Directed
Earned
Effected
Eliminated
Enhanced
Ensured
Exceeded
Expanded
Guided
Headed
Implemented
Improved
Increased
Instigated
Instituted
Inventoried
Led
Logged
Managed
Marketed
Motivated
Observed
Ordered
Organized
Participated
Performed
Planned
Prepared
Procured
Projected
Provided
Recommended
Recorded
Recruited
Reorganized
Scheduled
Strategized
Streamlined
Supervised

Research Skills

Analyzed
Appraised
Classified
Coded
Collaborated
Collected
Compared
Constructed
Contrasted
Contributed
Coordinated
Designed
Detected
Diagnosed
Discovered
Dissected
Distributed
Engineered
Examined
Experimented
Explored
Extracted
Formulated
Innovated
Inquired
Inspected
Interpreted
Invented
Investigated
Made
Manipulated
Maximized
Minimized
Modeled
Modified
Monitored
Obtained
Oversaw
Pioneered
Produced
Proposed
Reported
Researched
Reviewed
Solved
Specialized
Stimulated
Studied
Summarized
Surveyed
Synthesized
Theorized
Transformed
Verified

Technical Skills

Applied
Assessed
Calculated
Correlated
Documented
Estimated
Handled
Integrated
Maintained
Operated
Programmed
Repaired

Creative Skills

Built
Conceived
Conceptualized
Created
Developed
Established
Generated
Initiated
Launched
Originated
Revised
Shaped
Visualized

Communication Skills

Addressed
Answered
Authored
Clarified
Communicated
Compiled
Consulted
Corresponded
Critiqued
Debated
Delivered
Demonstrated
Edited
Explained
Informed
Persuaded
Presented
Published
Questioned
Translated
Wrote

Teaching & Helping Skills

Advised
Advocated
Aided
Assessed
Assisted
Attended
Clarified
Coached
Collaborated
Conducted
Cooperated
Counseled
Demonstrated
Developed
Diagnosed
Directed
Educated
Evaluated
Examined
Explained
Facilitated
Followed
Fostered
Guided
Helped
Illustrated
Implemented
Influenced
Informed
Inspired
Instructed
Lectured
Led
Mentored
Planned
Proposed
Reviewed
Supported
Sustained
Taught
Trained
Tutored