



Resume (or Résumé)

A resume is a technical document that summarizes your education, experience, achievements, and qualifications for a job. It normally contains the following parts.

Top: Name and contact information

Middle: Career objective

Education, professional interests, technical skills, work experience, publications, presentations, awards, leadership positions, professional memberships, volunteer activities, etc.

Bottom: The name, title, university or company, address, and email of three references (i.e., professionals who know you well and can report good things about you). Or you can write this sentence:
References available upon request.

Important Consideration: An accurate profile of valuable training and experience is far more important to employers than the design of your resume. Good design is always helpful, but it cannot override weak content.

The best resumes profile the best students. The best university students in every country usually have clear career goal, so they typically select university courses, part-time jobs, university clubs, volunteer activities, research labs, research topics, and other valuable investments that can mature their thinking and develop their professional expertise, while contributing value to others, too. For example, excellent engineering students will probably select the most valuable and challenging engineering courses, enter the most reputable research labs, publish papers, enter competitions, and select internships or part-time employment directly connected to specific engineering skill sets that they want to develop. Excellent engineering students are also likely to keep mentally and physically fit through sports or outdoor hobbies, and they tend to use their growing expertise to serve others through carefully chosen volunteer activities.

The worst resumes profile the worst students. The worst university students in every country usually don't have clear career goals, and thus they select university courses, part-time jobs, and university activities merely to earn easy credit points and enjoy a fun university life. For example, the weakest students on campus will select easy, entertaining courses; only read books or do research if it is required for graduation; waste more time on social media and computer games than healthy exercise; and choose part-time jobs delivering pizza or other work activities that nearly any high school student can do. They also are less likely to participate in volunteer activities, since they have little interest in helping others or improving the world.

Your resume will show companies what kind of university student you have been (one of the best or one of the worst), so choose university activities wisely so you will have something impressive and attractive to report. The best companies do not want to hire a university's worst students. And if the economy is bad, the many companies don't want to hire ordinary students, either. So aim to become the most talented young professional that you can possibly become.

Advice

To help you develop appropriate resume content and present it in an appropriate design, view as many online resumes (and CVs) as you can find of the top people in your target career area (top professors, researchers, corporate executives and employees, etc.) so that you can see not only what formatting designs they use, but also what kinds of experience and qualifications they invested in to achieve their current level of success. University career advisors can help you learn how to format a resume, according to their university's favorite formats; however, they cannot tell you what kind of content will be the most appropriate for your field.



Example of possible content and formatting for master's students in science, engineering, or technology.

STUDENT NAME

name@university.edu

Career Objective: To pursue professional expertise and meaningful employment in **career area**.

Education **Official Graduate Degree Name** (expected month year)

Department Name

School Name

University Name

GPA: your current average / 4.0 (current)

Current Research Topic: Research topic name

Official Undergraduate Degree Name

Department Name

School Name

University Name

GPA: your final average / 4.0

Professional Interests

- List of the career-related expertise that interests you the most and that you are seeking to grow in

Technical Skills

- **Languages:** List of the programming languages you know well.
- **Software:** List of the software products that you know how to use well.
- **Operating Systems:** List of the operating systems that you can use well.

Research Experience

- **Official Job Title** (month year – month year or present), Research Laboratory Name
Short description of your work.

Work Experience

- **Official Job Title** (month year – month year or present), Employing Company or Organization
Short description of your work.

Presentations

- List of refereed presentations you made at a professional conference or event, posted in the style most preferred in your field (e.g., IEEE style)

Publications

- List of refereed publications you published in a conference proceedings or journal, posted in the style most preferred in your field (e.g., IEEE style)

Awards and Achievements

- List of impressive awards or achievements related to your career area.

Volunteer Activities

- List of official volunteer activities, especially those that required use of your professional skills.

Memberships

- List of the professional societies, university clubs, or organizations that you are an official member of, especially those related to your career area.

References available upon request.