

RESUMES

Purpose of resume vs. curriculum vitae

A resume is a **marketing document designed to demonstrate how your experiences, strengths and skills fit the needs of a particular opportunity**. The goal of the resume is to get an interview, not provide an autobiography. Resumes are used in most business and industry positions. They are expected to quickly summarize your relevant experience and education. **SEE THE EXAMPLE RESUMES STARTING ON PAGE 35.**

For every one job posting...

Fewer than a **quarter of applicants** make it past the initial resume screen

Average of **22.7 applicants**

Recruiters spend **6-15 seconds** per resume

The information you include on your resume is dependent on what you are applying for. Consider your most relevant qualifications: education, experiences, academic activities or projects, extracurricular involvement, leadership and more. Employers want to know what have you been doing, not just what you have been paid to do. **Reflect on how you have spent your time and built your skills over the past few years.**

A **curriculum vitae** is used to apply for positions in academia and research, and for grants. Resumes are the preferred documents in business and industry. *For more information on writing a CV, visit the Graduate Student resources page at careers.uw.edu/graduate-students and see an examples in this Guide on pages 44-47.*

Formatting and what to include

- Resumes should be one page (2 pages for those with professional experience)
- Font size can range from 10 to 12 point with margins between 3/4 and 1 inch
- Use white space on your resume so it doesn't look overly crowded with text!
- Do *not* include references on your resume. It's common practice to provide references as a separate document. See page 48 for additional information about references.

Curriculum vitae (CV)

a document used for academic or research positions. Includes a full list of publications and presentations; length may be several pages.

How to market your skills

Demonstrate how you have used your skills (transferable and discipline-specific) through descriptions of experiences. When you are writing these descriptions, stay focused on action, contribution and impact. *See the box to the right for strategies on how to do this.*

Use verbs emphasizing how you used skills in your experiences. For example, an employer might be seeking someone with strong communication and teamwork skills. You can tell them that you: *Communicated with a team of 6 to identify barriers to access and recommend improvements to design.*

Required resume information

1. **CONTACT INFORMATION:** Include your name, phone and email always. Mailing address, LinkedIn or portfolio URL are optional.
2. **EDUCATION:** Always include the name of the institution, the city-state location, the degree you are pursuing, (intended) major and minor(s), and expected graduation date. GPA, Study Abroad, Relevant Coursework and Honors are optional.
3. **EXPERIENCE:** Can be paid or unpaid, but always include the name of the organization, your position title or role, the city/state location and the date range of your involvement.

Tips for resume writing

Write descriptions of your experiences using this format:

Action + Task + Result.

- Begin with a verb describing your action ("communicated with a team")
- Share the task you completed ("to identify barriers")
- End with the result ("recommend improvements").

Quantify or use numbers (percentages, sizes, dollar amounts, frequency, etc.) whenever possible to show the scale or scope of responsibility and demonstrate the impact you made.

RESUME ACTION VERBS

Analytical & Financial

Accelerated
Adjusted
Administered
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Clarified
Collected
Compared
Computed
Conserved
Controlled
Decreased
Determined
Developed
Estimated
Evaluated
Examined
Experimented
Explored
Extracted
Forecast
Formulated
Gathered
Identified
Interpreted
Interviewed
Investigated
Managed
Marketed
Maximized
Measured
Minimized
Organized
Planned
Prepared
Programmed
Projected
Proved
Purchased
Reconciled
Reduced
Researched
Retrieved
Screened
Searched
Solved
Specified
Studied
Summarized
Surveyed
Systematized
Tested

Validated

Creative

Composed
Conceptualized
Condensed
Constructed
Created
Designed
Edited
Entertained
Established
Formulated
Illustrated
Initiated
Integrated
Introduced
Modeled
Originated
Performed
Photographed
Revised
Revitalized
Shaped

Interpersonal

Adapted
Advised
Advocated
Answered
Assessed
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Enabled
Encouraged
Ensured
Expedited
Facilitated
Focused
Furthered
Guided
Initiated
Interacted
Intervened
Listened
Mediated
Mobilized
Moderated
Motivated
Negotiated
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified

Supplied
Supported
Volunteered

Leadership

Advanced
Administered
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Coordinated
Decided
Delegated
Developed
Directed
Diversified
Enforced
Enhanced
Established
Founded
Generated
Headed
Implemented
Improved
Incorporated
Increased
Initiated
Integrated
Introduced
Managed
Mobilized
Motivated
Organized
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Reviewed
Secured
Selected
Solidified
Stimulated
Streamlined
Strengthened
Supervised
Sustained

Communication

Addressed
Advertised
Articulated

Authored
Clarified
Collaborated
Communicated
Composed
Consulted
Contacted
Convinced
Corresponded
Debated
Defined
Demonstrated
Described
Directed
Discussed
Drafted
Edited
Explained
Familiarized
Formulated
Illustrated
Incorporated
Informed
Interpreted
Interviewed
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Responded
Solicited
Specified
Summarized
Synthesized
Translated
Wrote

Organization

Approved
Arranged
Catalogued
Centralized
Classified
Collected
Compiled
Coordinated
Corrected
Corresponded
Distributed

Edited
Executed
Generated
Implemented
Incorporated
Maintained
Monitored
Obtained
Operated
Organized
Planned
Prepared
Processed
Provided
Registered
Reserved
Responded
Restructured
Reviewed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Synthesized
Updated
Unified
Validated
Verified

Marketing

Accelerated
Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded
Expanded
Generated
Increased
Improved
Launched
Led
Marketed
Maximized
Minimized
Promoted
Resolved
Restored
Saved
Succeeded
Surpassed
Transformed

Teaching

Adapted

Advised
Appraised
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Educated
Enabled
Encouraged
Evaluated
Facilitated
Focused
Guided
Individualized
Informed
Instructed
Motivated
Simulated
Stimulated
Taught
Tested
Trained
Tutored

Technical

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted
Designed
Developed
Diagnosed
Drafted
Engineered
Inspected
Installed
Maintained
Manufactured
Measured
Monitored
Operated
Overhauled
Programmed
Regulated
Remodeled
Repaired
Restored
Specialized
Standardized
Upgraded
Utilized

RESUME EXAMPLE

CHRISTINE
KIM

Seattle, WA 📍
253-221-1111 📞
Ck@uw.edu ✉️
Linkedin.com/in/C_kim3 🌐



SKILLS

- Effective communication skills when providing instruction that are clear and concise
- Commitment to public service and working with diverse populations
- Active listening skills when working with clients and customers
- Proficient in Microsoft Office Suite and social media platforms (Facebook, Instagram, Twitter)



EDUCATION

Intended Bachelor of Arts in History | University of Washington, Seattle, WA

EXPECTED – JUNE 2023

GPA – 3.37

Diploma | Wilson High School, Tacoma, WA

JUNE 2018

As a first-year student, Christine indicates her intended major and chooses to include experiences from high school as well as her new involvement at UW.



EXPERIENCE

Water Exercise Instructor | University of Washington Recreation, Seattle WA

SEPTEMBER 2018 – PRESENT

- Promote student health by preparing fun and entertaining water exercise classes for 10-20 college students

Barista | Anthem Coffee & Tea

OCTOBER 2017 – AUGUST 2018

- Provided customer services through daily interactions on a team of 3, while accurately producing drink orders
- Maintained an organized and cleanly working environment per company best practices
- Processed refunds, replacements and responded to customer concerns in a timely manner



LEADERSHIP & VOLUNTEER EXPERIENCES

Swim Instructor | Wilson High School, Tacoma, WA

MARCH 2016 – AUGUST 2018

- Taught children ages 4-10 in individual and group lessons how to float, paddle and kick across the pool on their own

Tacoma Youth Advisory Board | Tacoma, WA

MARCH 2016 – AUGUST 2018

- Organized monthly meeting agendas and coordinated 2 events to raise over \$5,000 to support various Tacoma youth initiatives

It is fine to include high school activities on your resume like Christine did. As she gains more experience at UW, she will eventually replace her older (high school) activities.



ACTIVITIES

Wilson High School Key Club, competitive club swimming, lifeguard/first aid certified

RESUME EXAMPLE

ENIOLA VIGLIONESE

(306) 999-1234 viglionese@uw.edu

EDUCATION **University of Washington, Seattle WA** Expected graduation 6/2019
B.S. in Molecular, Cellular, & Developmental Biology
Minor: Spanish Cumulative GPA: 3.67 Dean's List: 5 quarters

Study Abroad: *Honors Zimbabwe: Population Health in Action - Research and Implementation in Zimbabwe*, July -August 2017

HEALTHCARE EXPERIENCE **PhysAssist Scribe**, Seattle, WA 7/2017 – Present

- Work alongside medical providers to input information into patients' medical charts at 2 Seattle hospitals
- Utilized EPIC health record software to document patient history and exams
- Communicated patient questions and requests to hospital staff as needed

Undergraduate Researcher, Ochowicz Lab, UW 4/2017 – 7/2017

- Kept clear and organized records of daily protocols
- Performed column chromatography, PCR, DNA cloning, DNA purification, and Excel data analysis

Volunteer, Healthcare Alternative Spring Break, Omak, WA 3/2016

- Observed family doctors and nurses in rural Washington clinics
- Gained insight into community health and structural poverty
- Interacted with patients and learned about presenting health problems

VOLUNTEERING **Patient Services Volunteer, UW Medical Center**, Seattle, WA 5/2018 – Present

- Communicate with patients and family members to offer assistance during stay
- Supervise and play with children and siblings of patients while family met doctors

Volunteer, University District Food Bank, Seattle, WA 5/2016 – Present

- Partner with staff and volunteers to unload food deliveries and ensure deliveries meet safety specifications
- Bag groceries and serve individuals and families with dignity and respect

SHADOWING **UW Medicine Northwest Hospital**, Seattle, WA

- Dr. Brailsford, Orthopaedics (6 hours), Dr. Nguyen, Podiatry (3 hours)
- Increased personal awareness of sports medicine injuries

Group Health Cooperative, Seattle, WA

- Dr. Vaughters, Family Medicine (25 hours), Dr. Williams, Obstetrics (6 hours), Dr. Ross, Psychiatry (8 hours)
- Gained greater appreciation for value of physician-patient interactions

LAB SKILLS *Proficient in:* DNA cloning, PCR, Southern blot, Western blot, enzyme assaying, cell cultivation and counting, protein synthesis-purification, acid-base titration
Familiar with: Spectrophotometric and potentiometric analysis, NMR, MS, IR

OTHER EXPERIENCE **Cashier, Etc. Market**, UW 1/2015 – 6/2015

- Processed purchases and provided superb customer service in a fast-paced express market serving hundreds of customers per shift

Eniola chose to organize their experiences into sections that are both descriptive and indicative of how they are relevant to their career goals. They combine experiences by type rather than separating by paid or unpaid experience.

RESUME EXAMPLE

SHIRLEY GALLO

Seattle, WA | sgallo@uw.edu | (206) 555-3281 | linkedin.com/in/sgallo

SUMMARY Passionate social justice advocate dedicated to creating sustainable programs addressing community health and wellness needs among underserved populations. Strong work ethic and time management skills demonstrated by balancing competitive play as Division 1 student-athlete for 2 seasons with deep campus and non-profit community involvement.

EDUCATION **University of Washington** Seattle, WA
Bachelor of Arts in Gender, Women and Sexuality Studies Expected June 2019

- *Minor in Nutritional Sciences*

Highline College Des Moines, WA
Associates of Arts June 2017

EXPERIENCE **University of Washington Recreation** Seattle, WA
Yoga Instructor January 2018-Present

- Lead weekly yoga class for college students of diverse backgrounds and skill levels
- Develop and adapt yoga sequences and teach proper techniques

University of Washington Health & Wellness Seattle, WA
Peer Health Educator April 2018-Present

- Facilitate 1-5 workshops per week on health related topics including nutrition, exercise, and stress management
- Collaborate with 5 team members to organize, coordinate, and market 20+ events
- Disseminate information regarding health resources available to students through presentations and tabling

University of Washington Volleyball Team Seattle, WA
NCAA Division 1 Student-Athlete June 2017-December 2018

- Supported team success through 15 hours per week of training and competition
- Developed communication plan regarding team nutrition and hydration goals
- Led tours of campus and athletic facilities for prospective students and families
- Served as student-athlete panelist during visit programs

America SCORES Seattle Seattle, WA
Lead Youth Team Mentor April -June 2018

- Developed and presented culturally relevant lesson plans to educate and inspire 200 program participants to lead healthy lifestyles
- Encouraged inclusive behavior among students
- Trained and oversaw five Youth Team Mentor volunteers on basic health education, effective mentor techniques and coaching strategies

Youth Team Mentor April-June 2016 & 2017

- Mentored and built relationships with 16 at-risk students at local school
- Coached team on volleyball techniques and teambuilding exercises
- Assisted staff to increase literacy by leading one-on-one writing sessions

ADDITIONAL EXPERIENCE **Student Public Health Association, Member** September 2017-Present
Latino Student Union, Member February 2018-Present
Starbucks, Barista January 2014-March 2017

Shirley demonstrates the transferable skills she gained from her athletic activities.

For students with multiple roles at the same organization, they can follow this "split experience" format to differentiate the various positions and dates without repeating the organization name.

RESUME EXAMPLE

Daniel Garcia

jfg@email.com
(206) 999-9876
dangarcia.com/github

If you take extra classes outside of the UW, make sure you include them!

Education

University of Washington
B.S. double major - Applied and Computational Math Sciences

Expected March 2020
Seattle, WA

Relevant UW coursework: Multivariate Statistical Methods, Applied Regression, Introduction to Machine Learning, Computational Methods for Data Analysis, Computer Programming I and II

Additional coursework - Coursera: Introduction to Data Science, Computational Methods for Data Analysis

Relevant Campus Involvement

DubHacks, University of Washington
Logistics Director (2016), Team Participant (2015)

October 2016-present
Seattle, WA

- Coordinated with 2 other directors all logistics for a 24-hour event including power supplies, refreshments, seating, and first aid, ensuring that over 75 participants had a successful experience
- Collaborated on design and writing code with 3 UW students to build an app that matches students to study groups based on strengths and academic needs

Work Experience

UW Housing & Food Services
Systems Assistant, UW Dining

January 2016-present
Seattle, WA

- Track, reconcile, and ensure accuracy of more than 350 purchasing orders and vendor reports
- Research product nutritional information through vendor inquiries and USDA research and work with registered dietitian to develop streamlined nutritional reporting process
- Standardize nutritional packaging information and present updates to UW Dining staff
- Run reports on trends in product nutrition and visualized data through Excel charts and tables

Additional Campus Experience

UW Latinx Student Union, University of Washington
Member

November 2016-present
Seattle, WA

- Recruit new members and support outreach efforts through staffing booths at fairs around campus
- Organize supply and toy drive events and market through Facebook and email announcements resulting in over 65 UW community members participating

First Year Programs, University of Washington
Dawg Daze Volunteer

September 2017, 2018
Seattle, WA

- Ensure that incoming freshmen students have a memorable experience and meet people while staffing 9 events out of more than 200 total events during Dawg Daze
- Assist event leaders including seating, answering student questions, and distributing materials and supplies so that each event runs smoothly and successfully

Technical Skills

Statistical Software and Programming Languages: SQL (proficient); SAS (basic knowledge of); R (proficient); Java (proficient)
Additional skills: Excel, HTML

It's a good idea to indicate proficiency level of skills like Daniel did here.

Daniel doesn't have any internship experience, but he shows off how his involvement and activities have built his skills and qualifications.

RESUME EXAMPLE

HUY NGUYEN

hnguyen@uw.edu | (206) 345-6767
Seattle, WA | www.linkedin.com/in/hnguyen

Huy highlights his strengths as an international student, including his experience in different countries and language skills

SUMMARY OF QUALIFICATIONS

- Business-minded global leader with living, travel and work experience in 4 different countries
- Collaborative team member with experience working on cross-functional teams in professional market research project and case competition experience
- Analytical professional with strong attention to detail and creativity
- Proficient in Tableau, SPSS and Microsoft Office (Excel, Access, Word, PowerPoint)
- Tri-lingual (native Mandarin, expert English, fluent Cantonese) with comfort in multicultural environments

EDUCATION

University of Washington, Seattle Expected June 2020
Bachelor of Arts in Economics
Relevant Coursework: Microeconomics: Methods and Applications, Industrial Organization and Price Analysis, Econometric Applications, Global Business, Consumer Behavior, and **Multicultural Marketing and Business Development**

RELEVANT EXPERIENCE

Participant, Global Business Case Competition, Seattle, WA February 2019

- Researched and analyzed global and U.S. automotive market trends and strategies of companies rebuilding corporate reputation after ethics scandal
- Coordinated with 4 other team members' findings to determine total and type of costs resulting from scandal; articulated assumptions underlying calculations
- Consulted client by presenting high-level strategy recommendations including product and technology use, geographic focus, and US market specific responses in order to regain trust of customers and increase sales

Market Research Analyst Intern, Penn Schoen and Berland, Bellevue, WA October 2018-January 2019

- Assisted team to develop deep understanding of client needs to create research proposal
- Examined and researched potential sales of new Microsoft product through questionnaire development and fieldwork
- Collaborated with cross functional project team to analyze data, formulate product launch strategy recommendations, and present findings to client board
- Wrote content and designed PowerPoint presentation and two page final summary report

Treasurer, Alpha Sigma Phi Fraternity, Seattle, WA January 2017-January 2018

- Maintained annual budget of \$600,000 and appropriation of funds among 3 bank accounts
- Managed 35 expense accounts, internally and with contracted services, with no accounting errors
- Conducted fundraising research for a \$7 million house renovation project by applying knowledge of segmentation strategy and position statement writing
- Partnered with Philanthropy Chair to implement annual giving commitment from fraternity budget towards charities

ADDITIONAL WORK & LEADERSHIP EXPERIENCE

Facilitator, Unite UW, Seattle, WA September 2018-Present

Marketing Intern, Bank of China, Shanghai, China June 2018-September 2018

Rikkyo-Yonsei-Keio-Fudan Student Leadership Forum, South Korea, Japan, China June 2016-September 2016

Huy gained great experience through his Greek fraternity and wanted to show it off. When writing about it on his resume, he used transferable language to avoid sounding too "Greek".

To save space while still showing other activities, Huy listed his other positions without descriptions.

RESUME EXAMPLE

TAYLOR REED

reedt@uw.edu | www.linkedin/in/taylorreed | 206.999.1234

Summary

- Motivated to pursue experiences for making a positive impact in global security, diplomacy and mediation.
- Calm and focused in stressful situations offering multiple perspectives to solve problems.
- Recognized as leader who builds effective teams with clear communication and focus on exceeding goals.
- Strong research, writing and presentation skills.
- MS Project, GIS (basic), Prezi, Google Docs, social media, Microsoft Office (Excel, Word, PowerPoint, Outlook).

Education

University of Washington, Seattle, WA
Bachelor of Arts, Political Science (International Security Option)
Minor: International Studies

June 2019

Olympic College, Bellingham, WA
Associate of Arts and Sciences, Direct Transfer Degree

June 2017

Transfer students like Taylor should include all of their degrees!

Related Experience

Northwest Model United Nations

Seattle, WA

Assistant Logistics Secretary

November 2017

- One of 5 leaders managing most administrative and logistical info and processes for the largest collegiate simulation of the UN in the Northwest.
- Facilitated external relations for NWMUN included arranging guest speakers, resource fair co-ordination and solicited sponsors/donors raising \$350+.

United States Navy

Bremerton, WA & Various Locations

Information Systems Technician / Communications Specialist

2007 - 2012

- Operated and maintained equipment vital to the success of the organization; oversaw daily operations, policy compliance and standard operating procedure compliance of all aspects of tracked vehicle.
- Prepared and briefed daily analysis reports to division commander. Daily duties required long range communications that were consistent and accurate.
- Conducted operations with foreign forces, displaying ability to effectively communicate with diverse populations.
- Ten-month deployment (2011).
- Navy Achievement Medal (February, 2011).

Additional Employment

Cashier, Costco Wholesale, Silverdale, WA

2012-2016

- Process customer purchases (400+ customers in a standard 7.5 hr shift) and provide effective customer service in a high volume, fast paced environment.
- Received staff recognition award for working plus attending college full time.
- Started as cashier assistant and promoted to cashier in only 8 months due to attendance and customer service skills.

Activities & Interests

Husky Veterans; Husky Snow(boarding) Club; CrossFit, Tough Mudder, Half Marathons

If you have extra space, you may include activities and interests.

As a veteran, Taylor used transferable language to "translate" their military jargon into civilian terminology.

RESUME EXAMPLE

Jalila Asha

Seattle, WA 98125
jasha@uw.edu || 206.222.3344

Objective

Liberal arts, interdisciplinary problem solver seeking summer internship in project-based environment to utilize and enhance skills in writing, project management, business and team collaboration.

Summary of Skills

Global business experience	Collaborative team player	Entrepreneurial attitude
Fluent in Arabic & English	Strong written communication	Comfort in multicultural environment
Conversational Turkish	Editing & copywriting skills	Familiar with design thinking

Education

University of Washington || Seattle, WA
Bachelor of Arts, English, concentration in language & rhetoric || Expected June 2020
Minor in Near Eastern Languages & Civilization

Study Abroad

Istanbul University || Direct Exchange Student || Istanbul, Turkey || August 2017-December 2017

- Study Turkish language and culture while enhancing knowledge of near eastern literature
- Demonstrate independence and adaptability in new and constantly changing environment

Project Experience

Ideathon Participant || UW Center for 21st Center Liberal Learning (C21) || Seattle, WA || May 2018

- Collaborate with interdisciplinary team of 5 liberal arts students in weekend intensive workshop
- Utilized design thinking to address question of enhancing engagement of UW humanities students
- Conducted in-depth interviews with current students and coded responses to identify themes
- Assessed findings and wrote and presented recommendations to university administrators

Student Consultant || Zain Iraq Telecommunications || Baghdad, Iraq || March 2016

- Collaboration between national telecommunications company and students from local high school to conduct market research assessing student and youth perception of new cellular technologies
- Conducted research, wrote summary of findings and presented to board of directors

Experience

Writing Tutor || Odegaard Writing Center || Seattle, WA || September 2018-Present

- Meet 10-30 students per day in one-on-one setting to assess grammar and presentation of ideas
- Provide critical feedback in constructive manner to students from all academic disciplines

Blogger || BooksoftheWorld.com || Seattle, WA || July 2017-Present

- Create and maintain blog reviewing new literature from global authors addressing cultural themes
- Write and publish posts in English and Arabic for global audiences
- Earn status as "verified reviewer" on Amazon.com

Customer Service Representative || Iraqi Airways || Baghdad, Iraq || June – September 2015, 2016

- Communicated with international customers to ensure smooth and pleasant travel experience

Honors

UW + Amazon Mentor Program || March 2018-Present
Husky Leadership Initiative Student Advisory Board || September 2018-Present

Jalila's study abroad experience is significant to their career plans, so they added in that section for emphasis.

RESUME EXAMPLE

As a career changer, Miranda uses a special type of Summary to highlight skills relevant to the field she is trying to enter. She highlights specific examples from her experiences under subheadings addressing requirements of positions she is seeking.

MIRANDA W. HUDSON

Seattle, WA 98121 – 123-123-4557- mhudson@uw.edu
Linkedin.com/in/mirandahudson

Summary of Qualifications

Graduate student in Mechanical Engineering interested in design and production in the medical industry. Seeking to transition career of 6+ years in management into engineering role utilizing natural sciences and technology background. Strong research and design background evidenced by assistantship, projects and internship. Skills include:

Technical Product Design: Experienced designing and developing SolidWorks models for 3D printing. Designed diagrams and value maps indicating time and cost savings achieved by utilizing 3D technology. Completed core design courses for mechanical engineering, including: Introduction to Mechanical Design and Mechanical Engineering Design.

Research and Evaluation: Completed two years of research on various prosthetic design and engineering focused projects. Created proof showing 3D technologies can decrease turnaround time of prosthetic fabrication process.

Leadership and Communication: 6+ years managing 15-member food service and retail store as well as team lead on prosthetic hand design research and officer of Associated Students of Mechanical Engineering (ASME). Developed relationships with various clinics and hospitals in Seattle area for collaborative research.

Education

Master of Science in Mechanical Engineering **Anticipated June 2020**
University of Washington, Seattle, WA
Relevant Coursework: Engineering Innovations in Medicine, Introduction to Biomechanics

Bachelor of Science in Chemistry, minor in Biology **June 2011**
Central Washington University, Ellensburg, WA

Skills & Tools

- Highly proficient in MATLAB, AutoCAD, SolidWorks, Adobe Systems, Microsoft Systems
- Working knowledge in Qualisys, ANSYS, Arduino

Experience

Prosthetics Research Assistant, UW Department of Rehabilitation Medicine Jan. 2018 - Present

- Collaborated with 8 employees from Seattle Children's Hospital and Cadence Biomedical to develop product.
- Took from design iteration through prototyping of prosthetic foot using 3D parts printed from my Solidworks designs.
- Analyzed motion capture data to further developing and adapting novel prosthetic foot.

Voice Controlled Prosthetic Hand, Mechanical Engineering Design Course Sept. 2018 - Dec. 2018

- Designed voice controlled prosthetic hand using 3D printed parts in collaboration with biomedical engineering department.
- Analyzed effectiveness of device through 3 stages of testing and wrote final report detailing findings.

Store Manager, Seattle Coffee Works June 2011 - March 2017

- Managed hiring, schedules and compensation for 15-member store serving 300+ customers per day
- Trained and provided feedback to new team members and seasonal employees over 6 years

Intern, Seattle Children's Hospital Sept. 2010 - June 2011

- Perform intake interviews to gather and record detailed medical information of clinical trial patients
- Communicate with parents and guardians about research requirements and explain scientific information about the trial in easily understandable language

Even though she shared about skills in her Summary, Miranda should still describe briefly what she did in the positions she lists in reverse-chronological order.

Involvement & Activities

Officer (Spring 2018-Present), **Member**, Associated Students of Mechanical Engineering Fall 2017 - Present

- Organized industry guest speaker events for ASME as well as recruited 30 new students to join organization.

Member, Society of Women Engineers Fall 2017 - Present

Volunteer, American Red Cross Nov. 2013 - March 2017

Volunteer, UW Medical Center Jan. 2016 - Sept. 2018

RESUME EXAMPLE

The bullet points in Stephen's Profile pull together a big picture of his experiences to get the employer curious to know specifics further down the resume, while highlighting his unique strengths and qualifications for the role he is applying.

Stephen Artur

360-222-5555 ■ sartur@uw.edu ■ Seattle, WA

PROFILE

- 3+ years of experience in environmental education and marine conservation
- Focused on the intersection of public policy and natural sciences
- Excellent quantitative analytical skills and strong policy analysis background
- Ability to facilitate communication between managers, lawyers, and scientists
- Skills in GIS, environmental impact assessment, regulatory requirements, water quality testing

EDUCATION

University of Washington, Seattle

Expected June 2020

Master of Marine Affairs, Marine and Environmental Affairs

Relevant Coursework: Ocean and Coastal Law, Environmental Law and Policy, Marine Pollution Management and Policy, Governmental Responses to Global Climate Change, and Economics of Living Marine Resources

University of Oregon, Eugene

June 2015

Bachelor of Science in Biology

Independent Project: Geological Analysis of Norwegian Fjords, Oslo, Norway

Spring 2014

INTERNSHIP EXPERIENCE

Seattle Aquarium: Public Affairs Graduate Intern - Seattle, WA, January 2017 - Present

- Assist the Director of Public Affairs with managing the relationships between the aquarium, city and county officials, the hospitality industry, and various organizations in the greater Seattle area
- Engage in discussions and research surrounding policy issues that affect aquarium operations

Alaska Maritime National Wildlife Refuge: Intern - Homer, AK, Summer 2016

- Assisted with the collection of fish samples and oceanographic data aboard a research vessel
- Presented programs on sea-life in the Alaska Maritime National Wildlife Refuge at the Islands and Ocean Visitor Center, developing strong public speaking skills
- Answered questions from visitors about the Alaska Maritime National Wildlife Refuge, increasing interpersonal communication abilities with diverse groups of people

RESEARCH & TEACHING EXPERIENCE

Marine Pollution Course, University of Washington: Teaching Assistant - Seattle, WA, Spring 2017

- Taught two class sections on how scientific understanding informs environmental management
- Helped 50+ students develop a detailed understanding of how pollutants impact marine systems

Coastal Waters Consortium: Marine Educator/Research Assistant - Louisiana, Summer 2014

- Transformed research that investigates the effects of oil spills on coastal ecosystems into educational information and programming for students of all grade levels
- Performed research with principal investigator on projects involving the effects of oil spills on marsh fauna
- Co-coordinated a 6 week-long summer day camp session for over 300 students
- Trained 13 camp counselors in key science concepts, lab experiments, and safety procedures

ADDITIONAL EXPERIENCE

King Tides Program, Sea Grant Washington, UW: Volunteer - January 2017 - Present

College of the Environment, UW: Student Advisory Council Member - Seattle, WA, October 2016 - Present

University of Oregon: Science Outreach Assistant - Eugene, OR, August 2013 - June 2014

INTERESTS

Sustainability issues, governmental affairs and environmental policy, hiking, water sports, diving

Stephen uses numbers to quantify and show the impact, scope and scale of the work he did in various roles.

RESUME EXAMPLE

Keisha showed her personal brand and career goals through both a header and a narrative-style summary section

KEISHAJONES

VISUAL ARTIST | PHOTOGRAPHER
COMMUNITY ORGANIZER | DESIGNER



experience

INTERN, ARTIST TRUST | SEATTLE, WA | OCT. 2017 - NOW

I provide training for artists in the grantmaking process. While supporting the 8 grant programs at Artist Trust, I developed relationships with art administrators across the Washington arts service sector and honed organization and writing skills through research projects and updating online resources.

FREELANCE PHOTOGRAPHER & EDITOR | SEATTLE, WA
MAY 2016 - NOW

I preserve moments in time. Clients hire me for event photography, portraiture and business marketing purposes. Additionally I specialize in nature photography, especially around the Puget Sound.

ART STUDENT | SEATTLE, WA | SEPT. 2015 - NOW

As a student in interdisciplinary visual arts, I use a variety of mediums including painting, drawing and digital painting to express ideas related to societal injustices and the need for creative expression to invigorate lasting change in communities.

projects

GAP GRANT - SEATTLE STREET BEAUTY | JUNE 2017

Collaborated with street artists and Greenwood Neighborhood Association on public art creation

Skills learned: community organizing, spraypaint and street art techniques, public art permitting

WEBSITE DESIGN - SOMART.COM | MAY 2017 - NOW

Skills learned: digital painting, storyboarding, wireframing, writing for web content

technical & design skills

Adobe CSS: Photoshop, Illustrator, InDesign
Final Cut Pro
After Effects
Wordpress

As an art student, Keisha included jobs, internships and student experience and projects to highlight her work and talents.

ALL YOU NEED TO KNOW ABOUT ME

I am an artist in love with all forms of creative expression. Much of my time has been spent doing art-making and studying how art enhances cultures, public spaces and encourages social engagement. I am interested in bringing my **skills in photography, design, digital art, creative communication and grant-writing** to an organization dedicated to **community engagement and improvement**.

education

UNIVERSITY OF WASHINGTON - SEATTLE
BACHELOR OF ARTS, JUNE 2019

Major: Interdisciplinary Visual Arts

Minors: Art History and Comparative History of Ideas

Coursework across studio art, digital arts, education and critical inquiry into a variety of cultural, political and historical contexts

study abroad

LYON, FRANCE, AUG. - SEPT. 2017
PROGRAM: Thinking Visually, Seeing Critically: Making Art Work in Lyon, France

Visited numerous public art sites to examine the role of art in shaping public space and urban environments. Created visual installation in educational art studio space in collaboration with Musée des Beaux-Arts.

accomplishments & exhibitions

June 2017 | \$1500 Grant for Artist Projects (GAP) recipient | *Seattle Street Beauty*

Mar. 2017 | Strange Coupling Jacob Lawrence Gallery | *Loneliness*

Dec. 2016 | Manifest Gallery International Photography Annual | *Scenes from the Pacific Northwest*

additional talents

drawing & painting
calligraphy
storyboarding
pencil & paper
digital painting
street art and spraypaint as a medium