

## What a resume can and cannot do for you

No single document can "get" you a job. The purpose of an effective resume is to get you an *interview*.

## Is one resume appropriate for all jobs?

Your job search materials should be customized for each position. If your search is focused on one type of position, a single version of your resume may be fine, along with a cover letter that is tailored to your employment target. If you're applying to a wider range of positions, you may need to revise your resume in addition to creating a new cover letter. This customization is essential to your marketing and requires research about the organization and industry.

## Chronological resume vs CV? One or Two pages?

Most private sector employers (as opposed to academia) will expect you to have a chronological resume, rather than a CV. Employers appreciate the chronological format because it gives them a quick synopsis of your experience, usually one page in length. If you've worked prior to graduate school or have had significant experience in your graduate program, you may find it necessary to use two pages. Consult with a Career Advisor for advice about exceptions to the one-page rule.

The experience section of a chronological resume includes your positions, listed in reverse chronological order (beginning with your most recent position and working backwards). Essential data includes: name of organization, location, your title, and dates of employment/involvement. This is followed by several bullets, describing your skills and achievements.

## Citing Publications

When listing works that have been published, it is best to use the citation method accepted by your field. For example, there are slight differences in formats used by American Psychological Association and the Bluebook guide to legal citation. Make sure to include all authors, with names listed in alphabetical order. You can bold your name for easy skimming.

List works that have been accepted for future publishing by preceding the date with "Forthcoming" or "To be published." e.g., *Langmuir* Forthcoming 2014

Presentations and conferences should also be cited in a format accepted by your field.

## Submitting your resume

Email your resume and cover letter as one attachment (PDF format with your cover letter as page 1 and resume as page 2).

When emailing your documents to employers, include your first initial and last name in the title of the document. When creating an appropriate subject line for your email, use your name and the position to which you're applying. For example: *Project Manager application from J. Barnum*.

~ Please use **Resume Checklist** on following page to prepare your document ~



# RESUME CHECKLIST

## FORMATTING & MECHANICS

- ❑ Document is no more than two pages in length. Employers prefer brevity.
- ❑ Font size is 10-12 point and is professional and uniform throughout resume.
- ❑ Resume is visually appealing.
- ❑ Dates are uniformly formatted, NOT in the left-hand margin.
- ❑ Judicious use of bold, italics, and underlines enhances appearance and readability.
- ❑ There are no errors in capitalization, spelling, word usage, grammar, and punctuation.
- ❑ Margins are no smaller than .5 inches.
- ❑ Entries are listed in reverse chronological order (current to oldest) in each section.

## CONTACT INFORMATION

- ❑ Includes 1 address, 1 phone number, and 1 professional email address.
- ❑ If applicable, contact information may include links to a professional portfolio, website, or LinkedIn page.

## EDUCATION

- ❑ Education is first section on resume, below contact info. Include honors/awards here (e.g., Dean's List).
- ❑ Each educational institution includes name and location (City, State).
- ❑ Graduate school precedes undergraduate.
- ❑ Study abroad is listed (institution, country, and dates of study), if applicable.
- ❑ Degree, month, and year of graduation are identified (e.g., Master of Arts, May 2020, Bachelor of Arts, May 2017)
- ❑ Major(s) and minor(s) are listed for undergraduate education. Program/academic focus for grad program.
- ❑ Coursework is optional and can be a separate section. List selected courses relevant to job/internship.

## EXPERIENCE (CAN BE MORE THAN 1 SECTION WITH TAILORED HEADINGS)

- ❑ Include paid, volunteer, intern, and extracurricular activities.
- ❑ Include 4 items: employer/organization name, location (City, State), dates, and title/role.
- ❑ Use a round or square, solid bullet ( ¾, ~ ) to list your accomplishments and skills.
- ❑ Start descriptions with strong skill-based verbs (see page X). Use present tense for ongoing work.
- ❑ Phrases are concise and provide useful information. To convey maximum impact, ask yourself, "So what?"
- ❑ Use quantitative information, when possible, to demonstrate your results and effectiveness.

## SKILLS

- ❑ Skills can be listed in a separate category.
- ❑ Skills are identified by type, including computer, language, technical, and laboratory skills.
- ❑ Proficiency level is included for languages (native, fluent, proficient, conversant).
- ❑ Do not include personal attributes or soft skills (e.g., teamwork, communication).

## ADDITIONAL

- ❑ Include dates of participation for activities. A category of interests is optional.
- ❑ If publication section is included, it is appropriately formatted.
- ❑ Document does not include use of personal pronouns (I, me, we) or articles (a, the).
- ❑ List of references is not included. Do *not* use the phrase, "References available upon request."

## ACTION VERBS

### **Administrative Skills**

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

### **Communication Skills**

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

### **Creative Skills**

acted	developed	founded	integrated	performed	
conceptualized	directed	illustrated	introduced	planned	
created	established	innovated	invented	revitalized	
designed	fashioned	instituted	originated	shaped	

### **Financial Skills**

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

### **Helping Skills**

assessed	coached	diagnosed	facilitated	referred	
assisted	counseled	educated	familiarized	rehabilitated	
clarified	demonstrated	expedited	guided	represented	

### **Management Skills**

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

### **Research Skills**

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

### **Teaching Skills**

adapted	communicated	encouraged	guided	persuaded	
advised	coordinated	evaluated	informed	set goals	
clarified	developed	explained	initiated	stimulated	
coached	enabled	facilitated	instructed		

### **Technical Skills**

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

## NAME

Street Address ⚡ City, State Zip ⚡ phone number ⚡ email address

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## EDUCATION

### Tufts University, Medford, MA

Master of Arts in Economics, Date

Tufts University Graduate Academic Scholarship recipient (merit based)

Courses: Advanced Quantitative coursework in Microeconomics, Macroeconomics, Statistics and Econometrics. Accounting. International Finance at The Fletcher School of Law and Diplomacy.

### Fudan University, School of Economics, Shanghai, China

Bachelor of Arts in Economics, Date

GPA: 3.9/4.0, University Scholarship for Superior Academic Performance (recipient, 4 years)

## PROFESSIONAL EXPERIENCE

### Cannondale Associates

Wilton, CT

Dates

#### *Project Analyst, Business Analytics Group*

- Work closely with consultants on trade optimization and pricing strategy project for cereal category of leading consumer packaged goods manufacturer
- Extract and process syndicated sales performance, profitability, and shopper behavioral data of major retailers via proprietary software and models, as well as conventional mathematic and statistical analyses
- Prepare materials for client presentations and create templates to standardize and improve working process

### Morgan Stanley Dean Witter

Boston, MA

Dates

#### *Intern, Private Client Group*

- Assisted financial advisors in research and analysis of client and company financial data, industry trends, historical returns, and volatility factors, and managed clients' information
- Monitored analyst reports and studied internal analysis of stocks and upcoming IPOs
- Gained exposure to marketing techniques employed by MSDW

### Boston Consulting Group

Shanghai, China

Dates

#### *Assistant, Shanghai Office*

- Worked on part-time basis with consultants on projects related to data and information collection, such as major pharmacy allocation in China, key textile producers, and auto manufacturers
- Managed high-volume data and information from companies and customers; trimmed raw data into well organized and user-friendly format for easy use by consultants
- Performed data analysis by sorting and overlaying filtering criteria

## RESEARCH

### Hospital Ownership and Performance: An Integrative Research Review

Wuhan, China

#### *Research Assistant, Project sponsored by The Robert Wood Johnson Foundation*

Dates

- Searched EconLit and MedLine databases to identify empirical studies of hospital ownership and performance
- Summarized key features of studies and contacted authors to form basis of quantitative review
- Compiled tables and figures summarizing analytical results of meta-analysis; managed meta-analysis database
- Assisted with coordination of work with consultants and expert panel

### The Competition and Regulation of Chinese Telecommunication Reform

Wuhan, China

#### *Conference paper for The Second National Economics Training Bases Convention*

Dates

- Traced history of Chinese telecommunication reform from 1980s, listed key policies and legislation, and analyzed current status of industry
- Applied economic competition model to analyze and make recommendations

## SKILLS & ACTIVITIES

Language: Fluent in Mandarin Chinese

Technical: Proficient in Microsoft Excel, Access, PowerPoint, Stata, SQL

Leadership: Vice President, Tufts Chinese Students and Scholars Association

## First Name Last Name

Address | Phone | E-Mail

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## EDUCATION

### Tufts University, Medford, MA – Master of Science in Economics

Expected May 20xx

Relevant Courses – Advanced Econometrics, Finance, Machine Learning, International Economic Policy Analysis

### Visvesvaraya Technological University, Bangalore, India – Bachelor of Engineering in Computer Science

June 20xx

Relevant Courses – Analysis and Design of Algorithms, Database Management Systems, Operations Research, System Modeling

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## EXPERIENCE

### Acadian Asset Management

Boston, MA

Investment Research Intern

February 20xx – May 20xx

- Performed news sentiment analysis for factor selection using Python and SQL

### Tufts University

Medford, MA

Head Teaching Assistant, Department of Economics

September 20xx – Present

- Provide weekly supplemental lessons through recitations and office hours
- Coordinating the efforts of 7 other Teaching Assistants to standardize evaluation procedures and logistics

### Summer Scholar, Department of Economics

June 20xx – August 20xx

- Analyzed the impact of perception of corruption on the experience of corruption using econometric analysis in Stata and agent based model using Netlogo

### Team Lead, Better Building Case Competition

October 20xx – March 20xx

- Lead a team of 4 people in determining the ideal model to increase energy savings in municipal buildings in a mid-size US city over 20 years
- Presented the results to a group of municipal energy managers in the Department of Energy

### Consortium for Energy Efficiency

Boston, MA

Graduate Intern

June 20xx – August 20xx

- Designed and implemented a system for data extraction from Qualtrics generated survey data into MS Access using VBA
- Created custom surveys in Qualtrics using Javascript to prepopulate surveys from existing databases

### Fields of View (Research Lab)

Bangalore, India

Founding Employee, Researcher, Council Member

February 20xx – May 20xx

- Designed the initial research agenda of the organization in collaboration with a multi-disciplinary team
- Raised seed funding by writing proposals to local and international organizations
- Authored content for engagement material such as the website and presentations/flyers and managed the blog
- Analyzed large scale poverty survey data to understand the *Alternative paths of slum development* using R, Excel & Python
- Conducted the requirement analysis for a small goods freight system in an urban environment as a part of a two member team
- Restructured *a serious game* to help players understand the energy policy of India and analyzed the negotiation strategies

### International Institute of Information Technology

Bangalore, India

Contract Researcher

October 20xx – May 20xx

- Parsed Reserve Bank of India FDI data using Perl scripts to extract relevant data to understand the determinants of TFDI by Indian Energy and IT companies in the EU and verified it by looking through annual reports of various companies

### Center for Study of Science, Technology and Policy (CSTEP)

Bangalore, India

Research Associate

July 20xx – January 20xx

- Designed databases for games and surveys using MySQL, Aqua Data Studio and Perl
- Conducted data analysis for games using R, Perl and Excel
- Organized a two-day conference for policy makers, academics and industry experts as a part of a larger team

Research Intern

January 20xx – April 20xx

- Designed and developed a web based library application with a hybrid recommendation system using collaborative filtering and clustering algorithms

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## SKILLS & INTERESTS

Technical – Stata, VBA, MS Excel, Qualtrics, Perl, Python, R, MySQL, C, MS PowerPoint, MS Access

Languages – Fluent in English and Hindi

Interests – Dance, Theater, and Poetry

**NAME**  
Street Address, City, State Zip · Phone Number · Email Address

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## **EDUCATION**

### **Tufts University**, Medford, MA

Master of Arts, Child Development, expected Month, Year

*Focus: Child and Family Policy*

*Thesis:* Parenting Cognitions and Parenting Stress among Young Mothers

*Honors:* Tufts Child Development Graduate Scholarship recipient

### **Peace Corps Youth Development Project Training**, Honduras, Month – Month Year

### **University of Arizona**, Tucson, AZ

Bachelor of Arts *magna cum laude* in Psychology, Month, Year

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## **RESEARCH**

### **Massachusetts Healthy Families Program Evaluation**, Tufts University, Medford, MA

*Graduate Research Assistant*, Month Year – Present

- Collect comprehensive quantitative and qualitative data for statewide evaluation of newborn home visiting program for adolescent mothers
- Supervise all Spanish language data collection and data management

### **Global Children at Risk Graduate Seminar**, Tufts University, Boston, MA and Medford, MA

*Head Teaching Assistant*, Month Year – Month Year

- Developed seminar on international child development in diverse vulnerable populations
- Recruited and coordinated with 11 expert collaborators across New England
- Reviewed literature and briefed faculty on current research, programming, and legislation on child trafficking, street children, child refugees, and homeless families
- Managed course web site using wiki technology

### **Psychology Department, University of Arizona**, Tucson, AZ

*Head Research Assistant*, Month Year – Month Year

- Managed recruitment, scheduling, and data collection for study of young asthmatic children
- Supervised two undergraduate researchers

### **Applied Behavioral Health Policy Center**, Tucson, AZ

*Program Evaluation Research Assistant*, Month Year – Month Year

- Interviewed emotionally troubled youth and their caregivers in Spanish and English

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## **DIRECT SERVICE**

### **La Estancia Child Rescue Center, Peace Corps**, Honduras

*Program Co-Administrator*, Month Year – Month Year

- Planned and directed programming, resulting in case management, life skills development, and elementary education classes for 30 street children
- Represented the organization in meetings and trainings with local government officials, community leaders, media outlets, and volunteer groups
- Facilitated sustainable collaboration between program and US rotary clubs, leading to increase in medical care and educational scholarships for children

### **Independent Tutoring**, Tucson, AZ

*Family Assistant & Mentor*, Month Year – Month Year

- Developed individualized learning and life skill strategies for two children with ADHD
- Managed daily household functioning and facilitated children's academic success

### **Casa de los Niños Crisis Shelter**, Tucson, AZ

*Primary Child Care Volunteer*, Month Year – Month Year

- Learned basic therapeutic techniques while caring for homeless, neglected, and abused children awaiting placement

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## **SKILLS**

*Language:* Fluent in Spanish, with ACTFL Spanish Proficiency score of *Superior*

*Data Analysis:* Proficient in SPSS statistical analysis and ATLAS.ti qualitative analysis computer programs

# NAME

Current Address | City, State | Phone number | Email

## EDUCATION

### Tufts University, Medford, MA

Master of Science in Computer Science, anticipated Date

GPA: 3.87/4.0

*Related Courses:* Advanced Databases, Software Engineering, Object Oriented Programming, Human Computer Interaction, Artificial Intelligence, Virtual Reality, Biotechnology, Biology, Computational Geometry, Special Topics in Computer Science.

### The Hebrew University of Jerusalem, Jerusalem, Israel

Bachelor of Science, Computer Science, Date

GPA: 84/100

## ACADEMIC PROJECTS

### Microarray Data Analysis: Classification of Human Lung Cancers, Dates

- Research various clustering methods in order to classify human lung carcinomas based on microarray experiments.

### Identification of Transcription Factors from Primary Sequences, Dates

- Implemented a program to identify specific transcription factors from raw sequence data.

### Web Application, Dates

- Designed and implemented auction web site using SQL Server 7, ASP, JavaScript, VBScript on Microsoft InterDev.

## COMPUTER EXPERTISE

*Development:* Java, C, C++, Scheme, Lisp, VB, SQL Server 7, Oracle, MySQL, PostgreSQL, HTML, VBScript, JavaScript, ASP, PHP, XML, Remote Scripting, CSS, ODBC, JDBC, Servlet, JSP.

*Platforms:* Microsoft Visual Studio 6, IBM VisualAge, Visual Café, JDK, Visual InterDev, Dreamweaver, Microsoft Office.

*Environments:* Microsoft Windows 9X, Microsoft Windows 2000, Microsoft Windows NT, UNIX, Internet, DOS

## TECHNOLOGY EXPERIENCE

### Tufts University, Medford, MA

*Webmaster and Teacher Assistant, Dates*

- Maintain Electrical Engineering and Computer Science Departments' websites.
- Teach classes and meet individually with students in Database Systems and Computer Graphics.
- Developed web application for the Tufts Computing and Communications Service.
- Maintained and developed web application under supervision of Vice President Office.

### ABC Technologies, Tel Aviv, Israel

*Software Engineer, Dates*

- Developed Web Application involving XML, ASP, VBScript, Jscript, Remote Scripting, and COM objects.

### Hebrew University of Jerusalem, Jerusalem, Israel

*Software Engineer, Office of Dean of Computer Science and Teacher Assistant, Dates*

- Designed and implemented website database structure for students and faculty use.
- Taught computer languages (Java, C++) to first year students.

## ACTIVITIES

### Tufts Daily, Contributing Writer, Dates

**Tufts University Hillel, Dates**

# NAME

Address · City, State Zip · phone number · email address

## EDUCATION

### **Tufts University**, Medford, MA

Master of Arts Degree in Child Development, expected date  
Concentration: Children with Special Needs

Bachelor of Science Degree, Cum Laude, Date  
Major: Psychology Minor: Child Development

## EXPERIENCE WITH CHILDREN

### **Center for Neurointegrative Services, McLean Hospital**, Belmont, MA

*Speech Therapist Assistant*, Dates

- Taught language pragmatics to children ages 11-18 with Asperger's Syndrome
- Designed and facilitated daily social skills groups
- Collaborated with Occupational Therapist to help children develop fine motor skills
- Learned holistic approach to treatment by participating in weekly clinical rounds

### **Tufts Educational Day Care Center**, Somerville, MA

*Preschool Teacher*, Dates

- Coached children to improve behavioral strategies, using art, play, and sand therapies
- Designed social stories and successfully included child with Asperger's Syndrome
- Developed and implemented American Sign Language & Buddy Choices curriculum
- Improved skills and knowledge by attending IEP, Child Study, and staff meetings

### **The National Classroom, Inc.**, Brookline, MA

*Projects Administrator*, Dates

- Co-authored Best Practices report for MA Education Reform Review Commission
- Researched and edited comprehensive MCAS article for Harvard Educational Review
- Mastered new skills to improve problematic behaviors
- Tracked, organized, and completed financial documentation

### **CHILD (Caring Helps In Living with Disabilities)**, Medford, MA

*Volunteer*, Dates

- Met weekly one-on-one with 6 yr. old with PDD-NOS and partial blindness
- Socialized in sensory intensive environment, both in and out of the water

## ACTIVITIES

### **Tufts Psychology Society**, Dates

### **Tufts Literacy Corps**, Tutor Reading/Writing, Dates

**Pegasus**, Volunteer for Equine Assisted-Therapy, Greenwich, CT, Dates

## SKILLS

*Language*: American Sign Language

*Certifications*: CPR, First Aid & Safety

*Computer*: Proficient in SPSS, Excel, Access

# Name

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## EDUCATION

**Tufts University**, Medford, MA

*Master of Arts in Urban & Environmental Policy & Planning Program (UEP)*, Month Year (Expected)

*Bachelor of Arts in International Relations, cum laude*, Month Year

## CLIMATE AND ENERGY POLICY EXPERIENCE

**Sustainability Fellow**, Meister Consultants Group, Boston, MA, Date

- Ý Researched state and federal renewable energy incentives and developed model analyzing policy interactions.
- Ý Consulted to mid-cap IT platform manufacturer responding to Carbon Disclosure Project information request.
- Ý Drafted report evaluating major renewable energy market opportunities created by federal stimulus package.
- Ý Identified and researched methodologies for setting feed-in tariff rates and analyzed FIT legislation.
- Ý Contributed to European Climate Foundation report outlining 50 civil society initiatives on climate change.
- Ý Improved negotiation, mediation, and facilitation skills by participating in internal training sessions.

**Program Assistant**, Local Governments for Sustainability, Boston, MA, Date – Date

- Ý Completed municipal greenhouse gas emissions inventory for the Town of Natick, MA.
- Ý Managed partnership with City of Boston on CleanAir Cabs project, promoting hybrid taxis through grants.
- Ý Coordinated partnership with EPA *Community Energy Challenge*; led webinars on program complementarities.
- Ý Developed member toolkits and resources, including guide on municipal recycling and waste management.

**Energy Efficiency Coordinator**, Energy & Environment Office, City of Medford, MA, Date – Date

- Ý Secured funding and retained consultants for 100 kW wind turbine project (erected January, 2009).
- Ý Completed energy consumption study of municipal buildings, evaluated efficiency with EnergySTAR software, coordinated stakeholder discussions of results, initiated audit process through utility assessment program.
- Ý Coordinated public outreach efforts to increase residents' renewable energy and climate change awareness.

**Associate Analyst**, Foresite Energy Services, LLC, Boston, MA, Date – Date

- Ý Created and analyzed financial models of regulated natural gas pipeline companies to determine appropriate rates.
- Ý Reviewed regulatory filings and rated case discovery documents; prepared exhibits for written testimony.

## PUBLISHED WORKS

Author A, Author B, and Author C. (Date). "Wastewater Treatment Plants and Green Power Markets: An Updated Survey of State Policy," *BioCycle*, Publication Date

Author A, Author B, Author C, and Authord D. (Date). USA Energie- und Klimapolitik: Akteure und Trends im Date [U.S. Energy and Climate Policy: Players and Trends] Berlin: Heinrich-Böll-Stiftung (published in German at URL).

## CIVIC ENGAGEMENT

Burton Chill Program, Boston, Volunteer & Mentor, Dates

Tufts Student Planning & Policy Association, Officer, Dates

Appalachian Mountain Club, Boston Chapter, Member and Volunteer Trip Leader, Dates

Medford Clean Energy Committee, Member & Web Manager, Dates

## OUTDOOR ACTIVITIES

Completed six-month "thru-hike" of 2,200-mile *Appalachian Trail* from Georgia to Maine, Dates

Hiked all 48 New Hampshire 4000-foot peaks, Dates

Completed training courses in trip leadership, winter hiking, wilderness first aid, and outdoor rock climbing.

**Name**  
Street Address • City, State Zip • Phone number • email

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## Education

**Tufts University**, Medford, MA

Urban and Environmental Policy and Planning, M.A., Month Year

Area of Concentration: Water: Systems, Science, & Society, Month Year

*Coursework:* Land Use Planning, GIS, Economics, Green Urban Design, Regional Planning (audit), Water Resources Policy and Watershed Management, History of Cities, Foundational Issues in Planning, Quantitative Analysis, Fundamentals of U.S. Agriculture, Field Projects, and Environmental Ethics.

*Thesis:* "Challenges to Zero Waste in Massachusetts: Analysis and Recommendations"

**University of Iowa**, Iowa City, IA

Anthropology, Bachelor of Arts cum laude, Month Year

Latin American Studies, Certificate, Month Year

## Planning & Sustainability

**Tufts University**, Medford, MA

*Campus Sustainability Council - Water Sub-Committee member*, Date – Date

- Selected by Tufts President to collaborate with faculty, staff and students on water-wise sustainability policy
- Created strategic plan to implement community outreach and education by university staff

**Massachusetts Department of Environmental Protection**, Boston, MA

*Bureau of Waste Prevention, Organics Waste Ban Intern*, Date – Date

- Researched food waste management by commercial and industrial sectors
- Streamlined database for quicker and easier data retrieval
- Designed public educational material for website getting ## views daily

**Tufts University**, Medford, MA

*Research Assistant for Professor Justin Hollander*, Date – Date

- Investigated shrinking cities and innovative community engagement process
- Conducted phone interviews with six key stakeholders for upcoming book on Smart Decline
- Researched and developed synopsis of deed histories, discovering important themes for further research
- Analyzed data-coding requirements and trained two undergraduate students

## Conservation & Design

**Self-employed organic gardening**, Iowa City, IA

*Entrepreneur*, Date – Date

- Founded and managed organic gardening business specializing in elderly client needs
- Introduced dozens of native species plantings
- Reduced chemical pesticide/herbicide usage
- Educated clients on water conservation techniques
- Installed five eco-friendly compost bins and educated 50 residents on usage

**Rainbow Grocery Coop. Inc.**, San Francisco, CA  
*Worker-Owner Produce Receiver and Retail*, Date - Date  
*Produce Department Secretary*, Date – Date  
*Ecology Committee*, Date – Date

- Revised record keeping structure, managed meeting notes and agendas, and facilitated Produce Department policy review
- Elected to store-wide Ecology Committee to research and advise store on updated “green” products and policy
- Led educational initiative resulting in ban on single-use petroleum based plastic bags and subsequent reduction of environmental impact on local waterways and Pacific Ocean
- Collaborated with multiple retail organizations, city and industry leaders to design new compostable produce bags
- Stocked and maintained large inventory of fresh, local, and organic fruits and vegetables

**Veritable Vegetable**, San Francisco, CA

*Warehouser, Feb.* Date – Date

- Selected to manage produce selection for key clients in premium grocery stores and upscale restaurants
- Mentored, trained and reviewed five groups of 3-5 new hires

**Mandeville Gardens**, Millbrae, CA

*Gardener*, Date – Date

- Maintained eight of Bay Area’s most outstanding gardens

## **Community Engagement & Communications**

**Tufts University**, Medford, MA

*Graduate Economics Teaching Assistant*, Date – Date

- Teach students one-on-one and in groups to reinforce difficult microeconomic concepts
- Monitor student learning and provide feedback to the professor

**Ruby's Pearl, LLC.** Iowa City, IA

*Educator & Entrepreneur*, Date – Date

- Founded and operated retail and community space featuring local art
- Supervised 20 volunteers; created and led training program
- Presented research and wellness information to university groups and private clients
- Managed email list-serve and marketing materials
- Organized community events such as in-store readings, art evenings and educational conferences
- Connected customers to community support and health services
- Co-authored advice column in the Little Village newspaper

**Proteus, Inc.**, Muscatine, IA

*Program Specialist & Migrant Farm Worker Health Aide*, Date – Date

- Guided migrant farm workers to education, employment, and health services
- Provided Spanish/English interpretation and transportation for health-related appointments

# Name

Tufts University • Street Address • City, State Zip • Phone Number • Email

## PROFESSIONAL SUMMARY

PhD candidate in chemistry with career interests in environmental science, educational policy, and research in the nonprofit sector

## EDUCATION

### **Tufts University**, Medford, MA

PhD Candidate in Chemistry, Expected Graduation: Month Year

Thesis Area: Modification of Titanium Dioxide for Waste Water Remediation

### **Spelman College**, Atlanta, GA

Bachelor of Science in Chemistry, Month Year

## NONPROFIT EXPERIENCE

### **Science From Scientists (SFS)**, Everett and Winchester Public Schools MA, Date - Date

*Teacher*

- Develop and teach science modules and lesson plans targeting middle school students
- Design modules to align with curriculum, learning requirements, and MCAS testing
- Trained and mentored five new teachers in the classroom

### **National Alumnae Association of Spelman College, Boston Area Chapter**, Date - Date

*Philanthropic Chair*

- Secured more than \$10,000 in funding and in-kind donations for three annual Blue Print Conferences for middle and high school girls working to prevent youth violence
- Initiated partnerships with corporate sponsors which resulted in donations from Panera Bread, Whole Foods, Coca-Cola, Popchips, and b.good
- Managed all financial records, reporting, and transactions over a four-year period

## STEM RESEARCH

### **Tufts University Chemistry Department**, Medford, MA, Date – Date

*Graduate Research Assistant*

- Train and supervise four undergraduates and graduate students in synthesis, analysis and chemistry techniques
- Organize and analyze all data collected for professional conferences and written publications
- Break down organic waste in water by synthesizing nanoparticle sized iron and tungsten doped titanium dioxide from inorganic and organic precursors
- Develop methods to quantify photoefficiency increase in iron doped ultra nanoparticles
- Characterize titanium dioxide using multiple wet chemistry and spectroscopy techniques

### **Spelman College Chemistry Department**, Atlanta, GA, Date – Date

*Research Assistant*

- Initiated a partnership between Northwestern Environmental Engineering and Spelman Labs
- Quantified efficiency by analyzing products from a titanium dioxide reactor
- Used solid phase microextraction to separate multiple compounds for identification
- Used two dimensional gas chromatography with time of flight mass spectrometry to identify compounds from the reactor

### **Northwestern University Environmental Engineering Department**, Evanston, IL, Date – Date

*Research Assistant*

- Synthesized and prepared large titanium dioxide powders using a wet chemical process
- Performed characterization experiments using x-ray diffraction to identify crystallinity
- Built photoreactor to test photoactive efficiency of titanium dioxide film

## LEADERSHIP

**Leadership Alliance Program, Tufts University**, Medford, MA, Date - Date

*Graduate Mentor and Recruiter*

- Promote participation of underrepresented groups in STEM education and professions by mentoring and lecturing diverse undergraduates conducting scientific research
- Advise and address students as part of outreach by Leadership Alliance, Morehouse College, Spelman College and Ronald E. McNair Scholars programs
- Engage and recruit students at graduate seminars held at Northeastern University GEM graduate workshop and UMass Boston outreach days

**Tufts University Chemistry Department**, Medford, MA, Date – Date

*Teaching Assistant*

- Conduct laboratory experiments for engineering, general, and upper level chemistry students
- Train and supervise students in using gas chromatography mass spectrometer, inductively coupled plasma spectrometer, and atomic absorption spectrometer
- Evaluate students on all experiments and projects
- Guide students in developing ideas on procedure and presentations for final semester projects
- Lead weekly review and problem solving sessions to supplement class lectures

## INSTRUMENTATION, SKILLS & PROGRAMS

Nd:YAG, Pulsed Laser System

Origin Graphing Software

Optical Alignment

Excel

Inductively Coupled Plasma Spectroscopy

Gas Chromatography-Mass Spectrometry

UV-Vis spectrometry

FT-IR Spectroscopy

## PROFESSIONAL ASSOCIATIONS & AWARDS

*American Chemical Society* Year – Present

*National Organization for the Advancement of Black Chemist & Chemical Engineers* Year – Present

*National Alumnae Association of Spelman College, Boston Area Chapter* Year – Year

*Citizenship Award for Commitment to Diversity*, Tufts University Year

*Women in Science and Engineering NASA Program*, Spelman College Year – Year

## PUBLICATIONS, PRESENTATIONS & CONFERENCES

**Author A**; Author B; Author C; Author D “Differing photo-oxidation mechanisms: Electron transfer in TiO<sub>2</sub> vs. Iron-doped TiO<sub>2</sub>.” *Langmuir* Year. Accepted.

Author B; **Author A**; Author C; Author D “The effect of iron doping on the adsorption of methanol on TiO<sub>2</sub> probed by sum frequency generation.” *Chem. Phys.* Year. Vol. 339. 86-93.

**Author A**; Author B; Author C; Author D "Probing the Performance of Mixed-Phase Titanium Dioxide Photocatalysts: Synthesis, Characterization, Testing," *Nanoscape* 2005. Vol. 2 (1). 49-55

“Photocatalytic and spectroscopic studies of an environmentally relevant surface.” Presentation at the 240<sup>th</sup> Annual Fall ACS conference, Boston, MA, Month Year.

## SAMPLE LIST OF REFERENCES

### NAME

Current/School Address City, State, Zip Phone number Email

### REFERENCES

Mr. George Smith  
Marketing Director  
Ad Company  
540 Lexington St.  
Waltham, MA 02542  
781.555.6117  
gsmith@ad.com  
Mr. Smith supervised my employment for two years at Ad Company.

*Use the same name/address heading that you have on your resume for your list of references.*

Dr. Carla Johnson  
Department of Economics  
Tufts University  
Medford, MA 02155  
617.555.2307  
Carla.Johnson@tufts.edu  
Dr. Johnson is my thesis advisor at Tufts University.

Ms. Gale Mitchell  
Training Supervisor  
XYZ Company  
49 Brattle St  
Cambridge, MA 02138  
617.555.2222  
gmitchell@xyz.com

*Always list a telephone number as it is most likely that your references will want to discuss your previous performance in a phone call.*

Ms. Mitchell was my manager at XYZ Company and can best describe my project management experience.

### WHAT IS A “LIST OF REFERENCES” & WHEN WILL I NEED ONE?

- Most employers will ask for “references,” which entail a phone conversation with someone who knows your work. In some instances, employers may require written recommendations and will specify this in their job posting.
- Be ready to offer three references from current or former employers, professors who have taught one or more of your courses, and others who have supervised or worked with you in a professional context. Do not list family members, neighbors, friends and other personal contacts unless they have supervised your work in a professional or academic setting.
- Check with your references *before* you give their contact info to a prospective employer. Provide them with a copy of your resume, a job description, and the highlights of your work with them that are relevant to the new position.
- Use the same name/address heading as you do on your resume in case it gets separated from your resume and the same color/quality paper for the reference sheet if submitting in hard copy.