

YOUR NAME

City, State · Phone · Email · Citizenship (*If required*)

LinkedIn Profile URL · Web portfolio OR site specific to your community organization

EDUCATION

Dartmouth College, Hanover, NH

June 20XX

Bachelor of Arts, Major in ____: Minor in ____:

GPA x.xx/4.0

Relevant Coursework: *If applying to research position, list discipline/content-related coursework first, then methods coursework*

Honors/Awards: *can include academic citations, list field related information first.*

Study Abroad Program, Location

Month 20XX

Provide a brief overview of program and coursework if desired (if upcoming, list an *by the date)

High School, Location

Month 20XX

Honors/Awards:

GPA x.xx

Activities:

RESEARCH EXPERIENCE / WORK EXPERIENCE (use one title specific to focus area)

Name of Organization, Location (Research Example)

Month Year-Month Year

Position Title (If research, include lab principal investigator. If funded by a program, include name of funding source)

- Use an introductory bullet to provide context on the purpose of your research in layperson's terms (see research group website for description). Explain it as you would to a family member or person unfamiliar with research.
- Start with your strongest contributions – do you support a research team or conduct independent research? If you have a range of tasks, share examples of the work include skills and techniques used and how it supports the research team Summarize how your work contributes to the mission, science, or center's work; research is often accomplished over years –it's okay to say how you supported one part of the process. *If a specific project was funded, list funding source here.*

Name of Organization, Location (Work Example)

Month Year-Month Year

Position Title

- Use introductory bullet point to provide context or start with your highest-impact item
- Make sure to include metrics, cite outcomes, and discuss your contributions/value-added. **It's not enough to state your responsibilities – link your work to outcomes!**
- Demonstrate impact with strong action verbs and active voice when describing your role Avoid using complete sentences for the reader's convenience (think: powerpoint slide items, e.g., "Reviewed and summarized literature on Broken Windows Theory applications in rural areas" (see, no period))

ADDITIONAL EXPERIENCE (list non-STEM work here or "Teaching Experience" if relevant)

Name of Organization, Location

Month Year-Month Year

Position Title

- All experiences should be listed from most recent to least recent. If most relevant isn't most recent, list relevant experience first, then create an additional experience section under that.
- *If you have accepted a position that has not started yet, list organization, location, "incoming" + title, *dates.* Customize your resume to apply to specific positions. Use the job posting provided by the company to help describe your previous experience. Order your bullet points and include keywords to show your fit for the role.
- If the organization is little known but impactful, you can include a short description next to your position title (e.g.)

LEADERSHIP & SERVICE/LEADERSHIP & ACTIVITIES [OR SIMILAR] (choose one title)

Name of Organization, Location

Month Year-Month Year

Position Title

- Use introductory bullet point to provide context or start with your highest-impact item
- Make sure to include metrics, cite outcomes, and discuss your contributions/value-added. **It's not enough to state your responsibilities – link your work to outcomes!**
- Demonstrate your impact: always use strong action verbs and the active voice when describing your role

SKILLS & CERTIFICATIONS

Computer: This can include programming languages

Technical/Lab Skills (choose one of the two):

Certifications: Include safety and [CITI courses](#) you have taken through [Dartmouth Committee for the Protection of Human Subjects](#). Collaborative IRB Training Initiative (CITI): Responsible Code of Research – PCR Basic (Exp. 7/17/21)

Languages:

YOUR NAME

City, State · Phone · Email · Citizenship (*If required*)

LinkedIn Profile URL · Web portfolio OR site specific to your community organization

ADDITIONAL NOTES

- **If applying for positions in academia/STEM, there are two types of resume documents used by employers** (application instructions will usually specify if a CV is required):
 - A traditional resume is generally used to apply to non-research focused positions. This resume should be one page.
 - *Curriculum vitae* (CV) – the Latin translation of which is the course *of (my) life* - is often used in academia. As an undergraduate, your CV can be up to two pages, but highly focused: list discipline specific experience, research and publications before leadership activities, tutoring, sports, and involvement

- Shadowing experience can be included in the experience section. If only for a day, keep it brief.

Mount Sinai Hospital, New York, NY, *Job Shadow Day with Radiologist*

December 2019

If you have multiple shadowing experiences, you may want to create a separate shadowing section and just list them.

- **All experiences should be listed in reverse chronological order starting with the most recent.** If your most relevant experience is older, start with a “Relevant Experience” section – list that experience and then create another section to list additional experience.
- **For research focused positions, place the Research Experience section directly beneath the Education section.**
- **Lost your research work/internship/job due to Covid-19?** You can indicate that on your resume and LinkedIn. Sample format:
Name of Organization, Location ***Canceled due to Covid-19**
Position Title

PUBLICATIONS, WHITE PAPERS, POSTER PRESENTATIONS

- **Resume:** Mention publication as part of bullet in text, using format for your field OR create new Publications section
- **CV:** Create Publications section. You can also refer to publication in bullets.
- **Use the citation method for your field** (i.e. the same method as for academic papers in class)

GENERAL TIPS

- See Resume Guide, general Resume template, and other resources in the Handshake Resource Library
- **You can change your font.** Times New Roman, Calibri, Arial and Helvetica work well with scanning ATS technology used by employers to “read, rank and store resumes.” *If you choose to do your resume in LaTeX, submit in PDF format and convert to Times New Roman when applying on employer websites. Note: fonts with serifs (e.g., Times New Roman) are difficult to read for some folks with visual impairment so consider Calibri or Arial.*
- **Keep font size between 10pt - 12pt.** Margins should be between .5" and 1"