

Student and Young Professionals Resume Workshop

Kristen Felthousen

Quick Tips by Section

Education

- Reverse order and after four years of college delete your high school information
- Spell out the name(s) of your degree(s)
 - RegSci – Regulatory Science
 - PharmD – Doctor of Pharmacy
 - BME – Biomedical Engineering
- Typically is listed first until you are ten years out from completing your most recent degree
- Do not include every college you took non-degree granting courses (Example: a couple of courses at a community college)

Experience

- REVERSE CHRONOLOGICAL ORDER
- Related Experience or Professional Experience
- Research
- Industry
- Additional Experience
- Anything not related to research or industry – hospitality, Uber driver, etc.
- Volunteer Experience
- Decide if you want to include
- Short description/list of projects you completed or notable activities performed

NOT duties but KSAs (Knowledge Skills and Abilities) with action verbs

Presentations

- Include whom your audience consisted of (doctors, students, faculty, etc.) and the approximate number of people in attendance
- Separate out poster presentations, invited oral presentations, in-services, class lectures...

Publications

- Cite the published material using the official citation method;
 - APA: <http://www.citationmachine.net/apa/cite-a-book>
 - Harvard: <https://guides.library.uwa.edu.au/harvard/examples>

Related Awards and Activities

- For awards, list title and year granted, describe the award briefly (criteria)
- For Dean's List, cite the semester/quarter(s) and year(s)

GPA

- Only for postgraduate experiences
- If choose to list Cumulative GPA/Maximum
 - Example 3.75/4.0

Professional Associations

- List all professional associations of which you are currently a member; do not use abbreviations
- Include value-added bullet points of what you did as a member (leadership positions, fundraising, coordination of events)