|  |  |
| --- | --- |
| **Name, Credentials (if applicable)** | Address or just city and state |
| Phone number and/or permanent email |
| *LinkedIn profile page or website* (optional) |

**Summary**: [Educational level] with [number] years of experience in [field], seeking position as [matches but does not describe verbatim the position applied for]. Excellent at [3 relevant skills, at least one soft and one technical]. [Statement of visa status, if applicable].

**Professional (or Research) Experience**

|  |  |
| --- | --- |
| [Start year]- | **Most recent position**, other positions from which you were promoted, Company |
| Present | City, State, Country (optional) |
|  | * [Action verb describing most important accomplishment] in order to solve/contribute to [problem or context that shows why you spent your time on this]. Use quantitative metrics such as budget, impact metrics, or publications, if possible.
 |
|  | * Repeat for up to 3 accomplishments
 |
|  |  |
| [Start year]– | **Prior position**, other positions, Company |
| [End year] | City, State, Country (optional) |
|  | * Use fewer bullet points total
 |
|  | * Prioritize accomplishments that led directly to more recent position
 |
|  | * Then, list accomplishments that provide context for your career but may not have direct impact (if there is room on the resume).
 |
|  | *Repeat for all professional experience, including from before degree if relevant.* |

**Education**

|  |  |  |
| --- | --- | --- |
| [Start year]- [End year] | School, City, State, Country* Major, GPA (optional)
 | Degree (PhD, BA/BS, etc.) |
|  | * Any relevant thesis titles, scholarships, and/or awards
 |  |
|  |  |  |
| [Start year]- | Next most recent or relevant school, City, State, Country | Degree |
| [End year] | *Repeat as necessary* |  |

**Skills (especially for technical positions)**

* Comma-delineated list of relevant technical skills, leading with those from the job description.
* Soft skills that can be justified through other parts of the resume.
* Languages & fluency (fluent, proficient, familiar). US Citizen or Green Card Holder, if applicable

**Awards, Honors, & Activities**

* Scholarships or travel awards ($$$)
* Performance or presentation awards ($$$ if there was any)
* Professional / Honor societies

**Optional/Modular Sections (Include if Relevant or Applicable):**

**Teaching Experience**

|  |  |  |
| --- | --- | --- |
| [Start date]- | Course Name, School |  |
| [End date] | * Teaching level (professor, lecturer, teaching assistant, etc.)
 |  |
|  | * Number of students
 |  |
|  | * Awards or outcomes/accomplishments
 |  |
|  | * Teaching experience can be listed in professional experience instead
 |  |
|  | * A separate section on teaching experience shows leadership experience and can be useful for those transitioning from individual contributor to manager.
 |  |

**(Selected) Publications**

* You can select publications for relevance or impact if you have more publications than space.
* You can use any format you want, as long as you format all publications consistently.
* If you are listing all publications, number the list so people can see how many publications you have. Extra numbers add to the confusion of a citation list.
* Highlight **your name** in the author list so people can easily see where you are located.

**(Selected) (Invited) Oral Presentations**

* Choose one format for citations and stay consistent. Relevant information may include title, date, conference title, audience size (optional), type of presentation (technical presentation, plenary session, pitch, etc.)
* List locations or whether it was virtual. This tells hiring managers that you can travel and communicate effectively from off-site. Both are valuable skills.
* Presenting multiple times with one title is valuable to show that your topic is of wide interest. Presenting using a wide range of titles is valuable to show that you have facility presenting different subject matter.

**(Selected) (Invited) Poster Presentations**

* Poster presentations show skill in presenting and explaining to a smaller audience over a longer period of time than oral presentations.
* However, poster presentations are generally more numerous and less prestigious than oral ones.
* Therefore, as people’s careers progress, they tend to drop the poster presentations in favor of more oral presentations or other line items.

**Media Appearances**

* Television, movie, or relevant video appearances
* Podcast interviews
* News articles about you, your research, or both
* Other places you may appear in the media
	+ They’re going to search for you if they’re interested; point them in a flattering direction at the outset.

**Other Experience**

* Volunteer/leadership experience
* Professional societies (e.g. American Chemical Society)
* Hobbies (only early in your career and if you have space on your 1-page resume)

|  |  |
| --- | --- |
| **Susan Smith, MS** | Boulder, CO |
| +1-303-555-7657 |
| *www.linkedin.com/in/s\_smith* |

**Summary**: Master of Science with 3 years of experience in analytical chemistry, seeking position in technical sales for small to mid-sized oils, fuels, or fluids company. Excellent at listening for underlying assumptions and addressing them to reach agreement. US citizen.

**Professional Experience**

|  |  |
| --- | --- |
| 2019- Present | **Manager, Analytical Division**, Operator, Gas Chromatography/Mass Spectrometry (GC/MS) Core Facility, Beaver Lake Oils & Fuels |
|  | Boulder, CO |
|  | * Manage team of 6 operators and budget of $1.5M to coordinate analysis, reporting, and compliance for 30,000 internal samples annually.
* Run semi-annual seminar series for Sales & Marketing Department to convert analytical reports into customer-facing messages of consistent product quality.
 |
|  | * Document multidisciplinary analytical test results and make change recommendations to colleagues across 12 specialty departments.
 |

**Teaching Experience**

|  |  |
| --- | --- |
| Spring 2019 | Introduction to Nuclear Magnetic Resonance (NMR), University of Colorado Boulder |
|  | * Graduate Teaching Assistant
* Held weekly recitation sessions to review content for 20 undergraduate students
 |

**Education**

|  |  |  |
| --- | --- | --- |
| 2017 - 2019 | **University of Colorado**, Boulder, CO | MS |
|  | Analytical Chemistry, GPA 3.62 |  |
| 2013 - 2017 | **University of Texas**, Austin TX | BA |
|  | Chemistry, GPA 3.91, *Magna cum laude* | *Phi Beta Kappa* |

Junior Year Abroad at University of Granada, Spain *Phi Lambda Upsilon*

**Skills**

* Excellent presentation, negotiation, teaching, documentation, organization, and quantitative skills.
* GC-MS, NMR, UV-VIS, FTIR, AUC, CD, chromatography, light & fluorescent microscopy.
* Proficient in Spanish. Fluent in English. US Citizen.

**Awards, Honors, & Activities**

* Denver Startup Week Pitch Competition 2022, Second Place ($10,000)
* Graduate Women in Science Student Travel Award 2016 ($1,000)
* Houston Livestock Show & Rodeo Metropolitan Scholarship 2013 ($10,000)
* American Chemical Society (ACS) 2017
	+ Membership committee, Division of Small Chemical Businesses (SCHB)
* Graduate Women in Science 2013