

Resume

RESEARCH JOB POSTINGS

- Note the skills and experience they want.
- Identify key words.
- Tailor your resume for the role you are applying.

WRITE IT OUT

Brainstorm and List:

1. Paid Jobs:

2. Volunteer Experiences:

3. Degrees & Professional Development, & Training:

4. Hard Skills: *What you can do*

5. Soft Skills: *How you can do it*

ORGANIZE IT

1. Edit your list above and include the experiences that are most relevant to this role.
2. Include employer name, location and dates. List experiences starting with most recent roles.
3. Use past tense unless you are still currently with the job.
4. Use powerful action verbs for each bullet such as executed, established, spearheaded, and designed.
5. Add any specific accomplishments or awards relevant to your career.
6. Highlight personal interests that exhibit skills related to job.

PROFESSIONAL SUMMARY

This goes at the top of your resume but should be the last part you write once you have all the other pieces laid out. If you already wrote your elevator pitch you can tweak it for your summary.

1. **Target It.** *Adapt your professional summary for the role you are applying. Include words that are in the job posting.*
2. **Introduce Yourself.** *State who you are a professionally.*
"Self-motivated and dynamic project manager with 8 years of experience in biotech..."
3. **Extract Highlights.** *What are your top 3-4 career highlights and successes? These can also be from unpaid roles.*
4. **Conclude with Your Value.** *What will you bring to this role and why do they need you? Tie in your achievements with that they need for their organization.*

ASSEMBLE

You are almost done! Find a great template and put together this magnificent piece of art that showcases your career accomplishments and value to the world.

And one final tip – save it as a pdf!