

# **GUIDE TO RESUME WRITING**

**Becker Career Center**

**UNION**  

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**COLLEGE**

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# Resume Writing

A resume is a document that summarizes your education, experiences, and credentials as they relate to your employment goals. The resume's primary purpose is to convince the employer, in a very short period of time, of your relevant qualifications and create a first impression that motivates the employer to contact you.

Building an effective resume is an iterative process. It usually takes a few reviews to write effective descriptions aligned towards your employment goal, and to catch format inconsistencies, typos and grammatical errors. As such, this guide is intended to help construct the first draft of your resume. The sample resumes at the back of the guide illustrate different formats and styles, and serve as a framework for your initial draft. **Always have your resume reviewed by a Career Advisor before sending it to potential employers.**

## RESUME COMPONENTS

### Identifying Information (Name, Address, Telephone, and E-Mail - required)

Use your full name and set it apart from the body of your resume. If you're living on campus you may include current and permanent address (school and home) and list the telephone number(s) where you can be reached. The key to this section is to make you as accessible as possible. Often it is easier for an employer to reach you on your cell, but keep in mind poor reception or calls received at inconvenient times may leave a negative first impression. Please ensure that both your email address and voicemail message are professional and appropriate.

### Education

Starting with the most recent, list the name(s) of the college(s) attended, location, degree or certificates received, expected date of graduation (month and year only), and major(s). Term abroad experiences also should be reflected in the education section. For upper class students, high school activities and achievements should be eliminated unless they are directly relevant to the job. Be sure to include information about your Senior Thesis/Project and/or Sophomore Research Seminar, as these are noteworthy and indicative of research and writing abilities. Relevant Coursework/Projects may be included in the education section or somewhere within the experience section. Honors or awards may be included here or in a separate section. If your GPA is less than a 3.0, you should leave it off your resume, and emphasize your work experience instead. If your Major GPA is 3.0 or higher, and your overall GPA is less than 3.0, you can choose to list only your Major GPA. If your work experience is limited, consider stressing curriculum highlights that relate to your career field. **For interdepartmental and double majors be sure to check with the registrar's office to confirm the degree to be received.**

### Work/Relevant Experience

These sections show how your experiences relate to your target position and demonstrate to the employer that you have the skills and experience necessary to do the required work. Include relevant experience from any of the following: full-time, summer, part-time work; internships; field work; research projects; volunteer work; or extracurricular activities. For upper class students, high school activities and achievements should be eliminated unless they are directly relevant to the job. For each experience, indicate your job title, name of the organization, city, state and dates of employment or service. See the "Writing Action Oriented Descriptions" pages for assistance articulating your responsibilities for each position.

### *Additional Experience/Activities*

This section can add depth to a resume by reflecting highly desirable skills, commitment and involvement outside academic coursework and employment. Include leadership positions, memberships in clubs or organizations, volunteer experience, professional development, and athletics. Include your position title, organization name, city, state, and dates of your involvement. You can choose not to provide descriptions or provide descriptions for those activities which require further explanation (determination should be based on whether or not the experience can showcase employer desired skills).

### *Related and Additional Skills*

Use this section to emphasize skills applicable to your field of interest. Skills could include, but should not be limited to, foreign language fluency, computer/technical applications, scientific/laboratory, and/or special certifications.

### *Achievements, Awards, Publications or Honors*

This section can stand alone or be included in the education section. List only those received while in college and that are of particular relevance (support your candidacy) to your field of interest.

### *Other*

There may be other qualifications you'll want to consider highlighting as well. These may include "Professional Associations", "Professional Development", "Professional Presentations", "Training", "Publications", etc. Consult a Career Advisor for assistance in drafting such a section.

### *References*

Prepare a separate sheet with a similar heading to your resume entitled "References" and have it available upon request. Select three to five people to serve as your references. These people should represent faculty, supervisors, coaches, college administrators or employers who have knowledge of your abilities and goals. Always obtain permission before listing references. Include: name, title, organization, reference's relationship to you, address, email and telephone number. See References page at end of guide.

# Writing Action Oriented Descriptions

Many job candidates make the mistake of being vague articulating relevant employment, leadership, academic, and extracurricular experiences on their resume. Doing so undersells their experience and reduces the chance of hearing back from potential employers. The more detailed and specific you are in describing your relevant/transferrable experiences, the stronger a candidate you become. To write strong, action oriented descriptions, **focus on including not only what you did, but how you did it, and why or for what purpose.** Ultimately, you want to **provide active descriptions that highlight your results and experiences.**

Use strong action verbs to describe specific facts regarding your responsibilities and accomplishments, instead of general verbs and adjectives. Doing so will strengthen your resume and make it stand out. Below are some typical examples and ways to expand and strengthen them.

**Poor:** Customer Service

**Better:** Provided customer service for bank clients

- What were the bank services?
- Were there policies/procedures?
- What was the result?

**BEST:** **Resolved consumer problems, explained bank services and policies, and communicated knowledge of financial planning, resulting in greater customer satisfaction**

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**Poor:** Made policy decisions

**Better:** Collaborated in making policy decisions

- How did you make policy decisions?
- With whom did you collaborate?
- Who was affected by the decisions?

**BEST:** **Collaborated with other club members in evaluating and establishing policy initiatives brought to the council by students, faculty and campus administrators**

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**Poor:** Worked with children with special needs

**Better:** Organized and initiated group activities for children with special needs

- What duties?
- What was the result?
- How did they fit into working with students with special needs?

**BEST:** **Organized and initiated craft activities for groups of 8 - 12 children with special needs to enhance peer interaction and develop motor skills**

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**Poor:** Duties included research

**Better:** Conducted research on issues pertaining to presidential administration

- What were your topics of research?
- What was the purpose of your research?

**BEST:** **Conducted research on congressional, political and economic issues that assisted Strategic Initiatives staff to make policy recommendations to presidential administration**

# Action Verbs

(Choose action verbs to describe your skills, abilities and accomplishments confidently)

**ACHIEVEMENT:** Achieved, Awarded, Earned, Elected, Maintained, Mastered, Performed, Salvaged, Saved, Solved, Started, Succeeded, Utilized, Volunteered

**ANALYSIS:** Allocated, Analyzed, Appraised, Ascertained, Assessed, Calculated, Clarified, Conducted, Determined, Discovered, Estimated, Evaluated, Forecasted, Identified, Integrated, Interpreted, Investigated, Pinpointed, Planned, Probed, Projected, Researched, Revised, Selected, Solved, Studied

**COMMUNICATION:** Addressed, Argued, Authored, Clarified, Collaborated, Communicated, Composed, Consulted, Corresponded, Counseled, Debated, Explained, Interacted, Interpreted, Marketed, Moderated, Motivated, Negotiated, Persuaded, Petitioned, Presented, Promoted, Published, Recommended, Reported, Synthesized, Translated, Wrote,

**COORDINATION:** Activated, Arranged, Assembled, Controlled, Coordinated, Directed, Facilitated, Harmonized, Maintained, Orchestrated, Presided, Scheduled, Shaped, Steered, Systematized

**CREATION:** Animated, Authored, Composed, Conceived, Conceptualized, Created, Defined, Designed, Developed, Engineered, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Mapped, Originated, Pioneered, Reproduced, Visualized, Wrote

**DEVELOPMENT:** Analyzed, Converted, Cultivated, Designed, Developed, Devised, Engineered, Established, Evaluated, Examined, Explored, Improved, Improvised, Installed, Planned, Refined, Researched, Updated, Upgraded

**EFFICIENCY:** Combined, Converted, Eased, Expedited, Facilitated, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized, Simplified, Streamlined

**GROWTH:** Accumulated, Advanced, Amplified, Augmented, Broadened, Concentrated, Condensed, Consolidated, Doubled, Enhanced, Enlarged, Expanded, Gained, Heightened, Increased, Intensified, Maximized, Reinforced, Saved, Strengthened

**LEADERSHIP/SUPERVISION:** Administered, Advocated, Appointed, Arranged, Controlled, Directed, Envisioned, Explained, Governed, Guided, Managed, Orchestrated, Presided, Recruited, Scheduled, Stimulated, Supervised, Trained

**MANAGEMENT:** Accomplished, Administered, Analyzed, Approved, Arranged, Conferred, Consulted, Contacted, Contributed, Coordinated, Determined, Directed, Discussed, Established, Facilitated, Formulated, Fostered, Handled, Maintained, Marketed, Organized, Planned, Prepared, Prescribed, Promoted, Recommended, Reviewed, Supervised, Trained

**ORGANIZATION:** Arranged, Catalogued, Classified, Collated, Collected, Indexed, Itemized, Organized, Revised, Scheduled, Specified, Systematized

**REDUCTION:** Alleviated, Curbed, Curtailed, Declined, Decreased, Diminished, Divided, Lowered, Minimized, Reduced, Simplified

**SALES:** Distributed, Energized, Generated, Marketed, Obtained, Penetrated, Promoted, Recruited, Sold, Stimulated

**SUPPORT:** Assisted, Augmented, Boosted, Participated, Relieved, Represented, Strengthened

**TRAINING:** Advised, Briefed, Coached, Counseled, Educated, Enhanced, Enlightened, Groomed, Guided, Instilled, Instructed, Motivated, Oriented, Stimulated, Taught, Trained

# Resume Checklist

## Appearance and Organization

- Visually pleasing & easy to read
- Print on high quality paper (white or off white)
- Limit to one page, if possible
- Use laser printer
- No flashy colored or swirled paper
- No faint letters, stray marks or blurry words
- No graphics
- Do not staple pages together

## Content

- Use clear, descriptive action verbs
- Emphasize marketable skills
- Stress achievements
- Be honest, non-exaggerative
- Include pertinent details
- Minimize use of repetitive words
- Be consistent with capitalization, punctuation
- Current job is in present tense
- Past jobs are in past tense
- No typos
- No grammatical or spelling errors
- No personal information (i.e., picture, age, etc.)
- No "I" statements
- No abbreviations (except states and GPA)
- Update on a regular basis so it is current

## Format/Layout

- No more than two standard font styles
- No font smaller than 10 point
- Margins between .5-1 inch
- Larger or equal margin at top of resume
- Bolding, italics, capitalization is minimal
- Bolding, italics, capitalization is consistent
- Information is not too crowded on the page
- Use bullets to separate items and guide the eye
- Print is only on ONE-SIDE of page

## Identifying Information

- Clearly present at top of each page
- Name
- Current address and permanent address
- Phone number(s) for contact purposes
- E-mail address

## Objective (optional)

- Describe type of work sought (i.e., actuarial, engineering)
- Can be addressed in cover letter

## Education

- School, city and state
- Degree(s), major, minor, concentration
- Honors and awards (unless listed in separate section)
- G.P.A. of 3.0 or higher
- Study abroad and/or thesis
- Relevant certificate programs
- High school information only if necessary for first and second year students

## Work/Relevant Experience

- Any experience relevant to your objective/interest: paid, volunteer, part-time, full-time, internships, jobs
- Your title, organization name, city, state
- Experiences are listed in reverse chronological order
- Dates of employment are consistently formatted
- Position descriptions highlight skills and relevant accomplishments
- Show progression within position, if possible
- Use action verbs to qualify responsibilities where possible
- Explain how your tasks contribute to the organizational objective

## Additional Section(s)

- Sample Categories: Community Service, Volunteer Experience, Leadership, Activities, and Athletics, etc.
- Offices held (including title, organization, and date)
- Pertinent memberships and affiliations
- Certifications such as EMT, CPR, etc.
- Relevant conferences attended

## Related/Additional Skills

- Computer and language competencies
- Relevant to objective/interests
- Match job requirements

# Joe Montana

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Tall Mountain, MT 12245

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## Education

**Union College**, Schenectady, NY  
**Bachelor of Science, Mathematics**, June 2020  
**GPA: 3.1**

**Pine Tree High School**, Tall Mountain, MT  
**Advanced Regents Diploma with Honors**, June 2016

## Awards

Perfect Attendance Grades K-12 *June 2016*  
Exemplary Character and Citizenship Award *June 2013, 2014, 2016*  
Teen All-Star Award *June 2015*  
President's Award for Outstanding Academic Achievement *May 2015*

## Leadership Experience

**Treasurer, National Honor Society, Pine Tree High School**, Tall Mountain, MT *May 2015 – June 2016*

- Documented all transactions and audits for each event throughout the year
- Organized files and receipts for school archives into a well-developed filing system
- Managed monetary funds directly and updated records accordingly on a weekly basis

**Member, Italian Honor Society, Pine Tree High School**, Tall Mountain, MT *May 2013 – June 2016*

- Provided aid with fundraising around the school for events such as culture festivals and blood drives
- Developed a tutoring program for a student during the school day to help prepare for examinations
- Enrolled in Italian language classes for six years and attained intermediate proficiency with reading and writing in Italian

**Member, Varsity Soccer Team, Pine Tree High School**, Tall Mountain, MT *August 2012 – November 2015*

- Elected Captain during the 2013 season
- Guided and motivated teammates in warm-ups and activities before practices and during games
- Emphasized teamwork and resolved conflict among fellow team members that resulted in a 2013 Section III Championship and state recognition

## Employment Experience

**Lifeguard, County Recreation Department**, Tall Mountain, MT *June to August 2013 – 2016*

- Supervised youth of all ages to maintain a standard of safety for all community pool attendees
- Oversaw the lifeguard office through daily attendance logs and safety reports for recreation department records
- Communicated any issues that would arise to the recreation department supervisor through weekly meetings

**Tutor, Private Tutoring**, Tall Mountain, MT *September 2012 – June 2016*

- Assisted struggling students several times per week with Mathematics homework and taught study techniques
- Developed lessons and worksheets for several students to enhance tutoring effectiveness

**Team Scooper, Tall Mountain Ice Cream Shoppe**, Tall Mountain, MT *July 2014 – August 2015*

- Interacted with customers on a daily basis to engage in conversation and answer questions in order to enhance their experience

## Additional Skills

**Language:** Intermediate proficiency in Italian; basic proficiency in Spanish  
**Computer:** Proficient in Microsoft Word, Excel, and PowerPoint

# Robert Plant

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## Education

**Union College**, Schenectady, NY  
Bachelor of Science, Psychology, June 2020

**The New School of Northern Virginia**, Fairfax, VA  
High School Diploma, June 2016

## Writing Experience

**Newstime Daily**, The New School of Northern Virginia, Fairfax, VA September 2014 – May 2016  
*Contributing Writer*

- Wrote weekly opinion article that explored issues pertaining to the school's academic standards, sports programs, and administrative policies
- Utilized various journalism tools, including the AP stylebook, the American Editor, fedstats.gov, and newspaper archives in researching and writing high quality stories

## Additional Experience

**TJ Maxx**, Fairfax, VA June 2015 – August 2015  
*Sales Attendant*

- Engaged customers in conversation, answered questions, and marketed store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner

**Cavaliers Bar & Grill**, Fairfax, VA March 2013 – May 2015  
*Dishwasher*

- Maintained restaurant cleanliness by mopping floors, washing down bar, and disinfecting all chef cutting boards and countertops
- Scrubbed, washed and dried all dishes, silverware, pots and pans to adhere to restaurant and health code regulations

**Caruso Commons Park**, Fairfax, VA June 2012 – September 2014  
*Park Attendant (summers)*

- Maintained a safe and clean park environment by picking up trash and encouraging patrons to follow park regulations
- Oversaw snack bar finances by recording daily transactions and vendor invoices into QuickBooks Pro spreadsheets

## Extracurricular Activities

**Member**, Union College Badminton Club, Schenectady, NY September 2016 – Present  
**Treasurer**, New School of Northern Virginia Drama Club, Fairfax, VA September 2013 – June 2015

## Community Involvement

**Member**, Christ for Life Youth Group, Misty Mountain, VA September 2013 – Present  
**Participant**, Habitat for Humanity, Fairfax, VA May 2015

## Computer Skills

Microsoft Word, Excel and PowerPoint; Adobe Photoshop



# Sally Sophomore

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## EDUCATION

**Union College**, Schenectady, NY

Bachelor of Arts, Interdepartmental Major in Anthropology and Sociology, June 2018

Minor in Studio Fine Arts

**Study Abroad:** University of Barbados, Barbados, Fall 2016

## ACADEMIC EXPERIENCE

**Student Researcher**, *Sophomore Research Seminar*, Union College March 2016 - June 2016

- Researched and analyzed graffiti as an art form, resulting in a 30 page paper titled “*Urban Art in the Concrete Jungle: New York-Style Graffiti as Contemporary Art.*”
- Analyzed the social phenomenon called the “war on graffiti” and discussed debate over whether or not public opposition to graffiti is a threat to freedom of expression.
- Examined history of graffiti, its relationship with the art world and challenges faced by graffiti artists.

**Visiting Teacher**, *Roland Edwards Primary* - Speightstown, Barbados September 2016 - December 2016

- Created and taught daily lessons in composition and reading comprehension to fifth grade students as part of a Union College term abroad course.
- Oversaw 16 students in the design and creation of an 8' X 10' mural of Errol Barrow, the first prime minister of Barbados.
- Utilized effective teaching practices and strategies, such as developing effective lesson plans, using games in the classroom and disciplining difficult students to enhance learning environments.

## CAMPUS INVOLVEMENT

**Student Representative**, *Minerva House Council*, Union College - Schenectady, NY September 2015 - Present

- Collaborate with other club members in evaluating and establishing policy initiatives brought to the council by students, faculty and campus administrators.
- Organize all aspects of the Minerva House election system, including examining and redrafting candidate requirements, creating and distributing ballots and publicizing electoral system to student body.

**Member**, *Breazzano House Council*, Union College - Schenectady, NY September 2015 - Present

- Team up with council members, Breazzano students and Union faculty in brainstorming, planning and executing social and academic events.
- Oversee \$30,000 annual budget; collaborate with council members in making fiscal decisions and appropriating funds towards Breazzano house programs and maintenance.

## ADDITIONAL EXPERIENCE

**Career Assistant**, *Becker Career Center*, Union College - Schenectady, NY September 2014 - Present

**Sales Associate**, *American Eagle Outfitters* - Manchester, CT June 2014 - August 2014

## SPECIAL SKILLS

**Language:** Fluent in Spanish; basic proficiency in French

**Computer:** Microsoft Word, Excel, PowerPoint & FrontPage; Dreamweaver & basic HTML

# Johnny Cad

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## Education

**Union College**, Schenectady, NY

Bachelor of Science in Mechanical Engineering, Minor in Mathematics, June 2016

GPA: 3.67

**Senior Thesis:** Researched and analyzed evolution of household electronics over the past 50 years. Wrote and presented a paper on factors driving development.

## Engineering Experience

**Systems Engineering Intern, Globex Corporation**, Syracuse, NY, November 2015 – January 2016

- Designed and implemented four SharePoint sites on a Globex server for engineering teams to organize digital project content
- Created program schedules using Microsoft Projects to ensure timeliness in completing tasks while synchronizing the data between the new SharePoint sites
- Assisted the hardware design team planning phases in areas of R&D and prototyping

**Intern, Exele Information Systems**, Rochester, NY, June 2015 – August 2015

- Assisted project management team in the collection, storage, processing and reporting of emissions data for a subset of 12 Rochester area manufacturers
- Implemented real time process calculations that effectively monitored and reported refinery emissions of sulfur and nitrogen oxides
- Configured continuous emissions monitoring systems and data acquisition tags for Exele clients

## Engineering Projects

**Senior Capstone Project: Robotics Design**, Union College, Schenectady, NY, Fall 2015

- Collaborated with team members to design and assemble a stepper motor powered vehicle that picked up ping pong balls and dropped them into three separate holes ranging from seven to ten feet apart
- Programmed all aspects of the vehicle to travel via remote control in every direction using MATLAB

**Member, Baja Club**, Union College, Schenectady, NY, January 2014 – June 2014

- Designed, created and assembled an off road vehicle capable of navigating the harshest types of terrain and obstacles as part of a 12 member team
- Machined and fit vehicular pieces including the front axle, suspension shafts, shocks and gear sets

**Autonomous Vehicle: Exploring Engineering**, Union College, Schenectady, NY, Winter 2013

- Utilized SolidWorks CAD Design software to create all components of an autonomous vehicle including virtual motion analyses of critical mechanisms
- Manufactured and assembled an autonomous vehicle that successfully picked up two rocks, placed them on a raised platform and moved various obstructions in its pathway

## Collegiate Activities

**Alumni Relations Chair, Sigma Phi Fraternity**, September 2014 – June 2015

- Planned, coordinated and executed a professional networking luncheon during Alumni Weekend consisting of 25 current members and 15 alumni from the engineering, financial and human service career fields
- Wrote and edited monthly alumni newsletter with a circulation of 120 alumni members

**Treasurer, Club Baseball**, September 2013 – May 2014

- Developed Excel spreadsheets to track club finances, revenues and expenses

**Member, Virtual U**, September 2013 – Present

## Technical Skills

Proficient in C++, MATLAB, SolidWorks Microsoft SharePoint, Project, Word, Excel and PowerPoint  
Familiar with Electronics Work Bench, PSpice and Java

## EDUCATION

**Union College**, Schenectady, NY

**Bachelor of Arts**, June 2017

Organizing Theme Major: History of American Politics (Political Science, History, and Sociology)

Overall GPA: 3.1; Major GPA: 3.5

**Senior Thesis:** Researched and analyzed the impact of the World Wide Web on Political Campaigns, resulting in a 50 page paper and formal presentation

## POLITICAL INTERNSHIP EXPERIENCE

### Field Intern/Volunteer

7/16 – Present

*Paul Tonko for Congress* – Albany, NY

- Organize and facilitate monthly town meetings that provide voters with detailed candidate information, resources and ideas for promoting the Tonko campaign
- Communicate with voters in targeted regions by making nightly phone calls and providing information about upcoming promotional events
- Conduct electoral polls assessing voter preferences via the telephone and door - to - door

### Legislative Intern

4/15– 7/15

*The Council for Excellence in Government* – Washington, DC

- Developed a congressional oversight program that examined, monitored and reviewed legislation relevant to the Council's mission
- Planned board meetings, speaker panel events, leadership fellow sessions, and government conferences for groups ranging in size from 15 to 200 participants
- Provided research and support for both emergency preparedness and corporate sponsorship programs and projects

### Intern

6/14 – 8/14

*Office of Strategic Initiatives, The White House* – Washington, DC

- Conducted research on congressional, political and economic issues that assisted Strategic Initiatives staff to make policy recommendations to presidential administration
- Coordinated international state arrival ceremonies for White House speakers and visitors
- Edited briefing paper proposals for the President's foreign and domestic trips

## LEADERSHIP EXPERIENCE

### Tour Guide

9/14 – Present

*Gatekeeper Honorary Society, Union College* – Schenectady, NY

- Facilitate campus tours for prospective Union students, parents and guidance counselors, answering questions on academic, social, and career topics
- Promote and encourage a greater understanding and appreciation for the historical significance of Union College and surrounding community

### Participant

7/14

*Young Women's Leadership Institute, Barnard College of Columbia University* – New York, NY

- Designed and presented leadership program on unbiased kindness at a student led conference
- Attended advanced leadership workshops, seminars and discussions on a wide variety of topics

## EDUCATION

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**Union College** – Schenectady, NY

Bachelor of Arts, Double Major in English and Political Science

June 2018

GPA: 3.53

## ENVIRONMENTAL EXPERIENCE

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*Vice President/Member, Environmental Club*

January 2015 – Present

**Union College** – Schenectady, NY

- Manage the recruitment process of new members, including targeting interested students, advertising club information sessions and strategically collaborating with other on-campus environmental organizations to identify potential club members
- Increased active membership by 82% in less than six months

*Campaign Assistance Intern*

June 2016 – September 2016

**MassRecycle Inc.** – Boston, MA

- Developed, executed and oversaw distribution of “The Grassroots Guide to Recycling” to municipal employees on town, county and state levels
- Engaged in public outreach efforts by editing and distributing press releases on recycling initiatives and political campaigns
- Managed MassRecycle’s website ([www.MassRecycle.org](http://www.MassRecycle.org)) coordinated resolution updates, wrote “What’s Next” articles, and highlighted current municipal campaigns
- Aided in drafting and securing grants totaling over \$30,000 through extensive research on available corporate funding and grant information
- Organized facility tours of Massachusetts recycling plants for nearly 100 MassRecycle volunteers to increase awareness of in-state operations

## LEADERSHIP EXPERIENCE

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*Resident Assistant, Department of Residential Life*

September 2015 – Present

**Union College** – Schenectady, NY

- Promote and market Union College events and opportunities, including athletic events and area specific programming, to students within residence halls through newsletters, flyers, targeted e-mails and social networking websites to increase student engagement
- Collaborate with Resident Director & Assistant Director of Residential Life in developing creative marketing strategies that generate student interest in Union events
- Develop and implement academic and wellness programs for a 200 person residential hall to help build a sense of community

## CAMPUS INVOLVEMENT

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♦ U Recycle

♦ Intramural Women’s Soccer

♦ Best Buddies

♦ Campus Action

## COMPUTER SKILLS

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Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Sharepoint and Access

Familiar with Dreamweaver and basic HTML

# Eddie Vedder

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VedderE@gmail.com

## Education

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### **Union College**, Schenectady, NY

*Leadership in Medicine Program: Combined B.S., M.S. & M.D. Degree*

Bachelor of Science in Biology and Sociology, June 2017

Overall GPA: 3.7; summa cum laude

### **Union Graduate College**, Schenectady, NY

Master of Science in Health Care Management, June 2018

### **Albany Medical College**, Albany, NY

Doctor of Medicine, May 2021

**Related Coursework:** Microbiology, Immunology, Molecular Biology, Human Endocrinology, Cancer Cell Biology, Molecular Genetics, Introduction to Health Systems, Health Systems Management

## Research Experience

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### **Senior Thesis Researcher**, Union College Biology Department, Schenectady, NY, *September 2015-March 2016*

- Researched “Phagocyte localization and function during organismal apoptosis and regeneration in *Botryllus schlosseri*,” and presented a 30-page report at Steinmetz Symposium
- Synthesized clodronate-encased liposomes to affect functional phagocyte knockdown in an ancestral urochordate
- Examined colonial development and blastogenesis in response to phagocyte knockdown using real-time dark field, epifluorescence stereomicroscopy, and confocal scanning microscopy

### **Researcher**, Union College Biology Department, Schenectady, NY, *July 2014-March 2015*

- Collected and maintained experimental *B. schlosseri* colonies
- Perform total RNA extraction with subsequent cDNA synthesis and PCR analysis
- Utilized Primer3 program to design primers based on multiple sequence alignment of existing EST via ClustalW; subsequently isolated, amplified, and sequenced a putative scavenger receptor homolog
- Execute intravascular microinjection of fluorescent Alexa *E. coli* bioparticles and/or BODIPY liposomes
- Presented research findings at the National Conference on Undergraduate Research and Union College’s Steinmetz Symposium

## Supporting Experience

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### **Hospice Volunteer**, Schenectady Hospice, Schenectady, NY, *June 2015-Present*

### **President/Founder**, Project Sunshine, Union College, Schenectady NY *Spring 2013-Present*

- Collaborate with global headquarters, student government, and student body to establish and run a new chapter of global non-profit organization with a focus on providing support for children facing medical challenges
- Developed a constitution, budget, and club proposal to become an official Union College student organization
- Organize projects through Northwoods Rehabilitation Hospital, City Life After School Club, and Bethlehem Sled Hockey team to enhance educational, recreational, and social support for Project Sunshine children
- Direct activities and communication between staff, administration, children, and volunteers for each program
- Coordinated fundraiser for Project Sunshine Walkathon that raised \$1200 for national organization

### **Patient Care Associate**, Albany Medical Center, Albany, NY, *Winter 2015-Present*

- Provide patient care to post-operative orthopedics patients by assisting them with daily living activities and occupational/physical therapy
- Utilize basic medical terminology and emergency medical care techniques such as Basic Life Support and verbal de-escalation

### **Student Assistant**, Union College Biology Department, Schenectady, NY, *September 2013-June 2015*

# MORGAN STANLEY

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Schenectady, NY 12308  
(518) 555-5656

StanleyM@gmail.com

9 Carlton Drive  
Binghamton, NY 13905  
(607) 555-8072

## Education

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**Union College**, Schenectady, NY

Bachelor of Arts in Economics with minors in Mathematics and Biology

**June 2017**

Overall GPA: 3.5/4.0; Dean's List; Scholars Program

**Relevant Coursework:**

- Financial Analysis
- International Finance
- Advanced Macroeconomics
- Microeconomics
- Econometric Analysis
- Intro to Bioengineering

**Computer Skills:** Microsoft Word, Excel, PowerPoint, Project, FrontPage, Dreamweaver, Adobe Photoshop

## Professional Experience

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**Integrative Biotech**, Schenectady, NY, *Chief Financial Officer & Co-Founder* **December 2015 - Present**

Developed business plan outlining the creation and sustainability of a biomedical device manufacturing company. Assisted with prototype concept development, conducted market survey, and created financial projections. Competed in several business plan competitions to secure seed and early stage capital. Networked with medical professionals, attorneys, consultants, and venture capitalists. Secured advisory board to aid in bringing medical device to market.

**Union College**, Schenectady, NY, *Research Assistant*

**Spring 2015 - Fall 2016**

Researched urban economic development patterns to supplement a study of the Capital District Tech Valley Project. Developed and executed statistical economic models comparing and benchmarking 283 US metropolitan areas.

**Goldman Coopers LLP**, New York, NY, *Systems & Process Assurance Intern*

**Summer 2016**

Analyzed the financially significant business operations and IT systems. Worked to create report of attestation of the health of material internal controls for Bank of America and Putnam Investments. Voted best presentation of "Intergenerational Gaps in the Workplace" by firm executives.

**BP Lubricants, Strategy and Transformation**, New York, NY, *Economics Intern*

**Summer 2015**

Designed Strategy and Transformation department website for BP Lubricants intranet. Assisted with staff scheduling project to resolve under/over resourced individuals, projects, and departments; collaborated with team members to formulate new scheduling template pivot tables. Worked with Six Sigma Master Black and Green Belts managing strategic projects.

## Campus Activities

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**Student Investment Fund**, *Member*

**Fall 2015 - Present**

Manage a portion of Union College's endowment worth over \$400k, which experienced an 18% growth rate in the last 18 months. Research and analyze stocks in the consumer sector of the New York Stock Exchange, and made purchasing and selling recommendations to other fund members.

**Economics Club**, *Treasurer*

**Fall 2014 - Spring 2016**

## Athletics

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**Varsity Men's Swimming Team**, *Captain*

**Fall 2013 - Present**

Motivated teammates, resolved conflicts among members and emphasized teamwork resulting in three successful seasons. 100, 200 yard breaststroke and 1650 yard freestyle state finalist 2007-2009.

**NCAA Liberty League All-Academic Team**

**Winter 2015 & Winter 2016**

**Speedo Swimming**, *Academic All-American*

**Winter 2013**

## Awards

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**Economics National Honor Society (OΔΣ)**, *Member*

**June 2016**

**Tech Valley Collegiate Business Plan Competition**, *Second Prize*

**April 2016**

**Tech Valley Business Plan Competition**, *Semifinalist*

**April 2015**

**Union College Business Plan Competition**, *First Prize*

**January 2015**

**USA Snowboard Association National Championships**, *Bronze Medal Winner*

**Winter 2013**

## **EDUCATION**

**Union College – Schenectady, NY**  
**Bachelor of Science in Biochemistry**  
GPA: 3.52

June 2017

**Senior Thesis:** “*The Functional Differences between the Two Aconitases of Agrobacterium Tumefaciens C58.*”  
Researched the generated gene disruption mutations in agrobacterium tumefaciens and studied resulting phenotype. Examined biochemical pathways of agrobacterium tumefaciens using bioinformatics tools.

**Related Coursework:** Biochemistry: Structure and Catalysis, Bioinformatics: Information Technology in the Life Sciences, Microbiology, Molecular Genetics, Kinetics and Thermodynamics, Chemical Instrumentation

## **LABORATORY SKILLS**

- Proficient in Gel Electrophoresis, Cell Culture and Plate Development, and Primer Creation
- Knowledgeable in Bioinformatics (ORF finder programs, BLAST, and MFold), Protein Extraction and Transposon work

## **RESEARCH EXPERIENCE**

**Researcher**  
*Genomics Initiative – Cornell University, Ithaca, NY*

June – August 2016

Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*. Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*. Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*. Performed growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase.

## **SUPPORTING EXPERIENCE**

**Teaching Assistant**  
*Great Lakes Science Center – Cleveland, OH*

June – August 2015

Aided children ages 6 – 13 in conducting basic laboratory experiments. Facilitated education sessions about soil composition, photosynthetic processes and air pollutants. Educated students in effectively practicing the scientific method.

## **CAMPUS INVOLVEMENT**

**Vice President**  
*Biology Club – Union College, Schenectady, NY*

September 2013 – Present

Schedule speakers to appear on campus to speak on cutting edge topics within the biomedical and biological life science communities. Coordinate bi-weekly discussion groups on new scientific research initiatives in the biological science community.

## **COMPUTER SKILLS**

- Proficient in Excel spreadsheets, PowerPoint, Access database creation, and SPSS statistical software

# **Joseph P. Smith**

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## **PROFESSIONAL REFERENCES**

### **Jane A. Doe, Financial Advisor/Internship Supervisor**

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### **Charlie Murphy, Ph.D., Professor of Psychology/Faculty Advisor**

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### **Dr. Michael L. Brown, Professor of Economics**

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### **Person of Reference Name, Title/Affiliation to You**

Company or Organization Affiliation

Address

City, State Zip Code

Phone number (if person is willing to be contacted by phone)

Email address (if person is willing to be contacted by email)