



URI AIChE

Resume Tips and Tricks

THE
UNIVERSITY
OF RHODE ISLAND



Writing a Resume – Where to Start



- Compile information: your personal experience
- Figure out a format that works for you
 - Don't be afraid to be original
 - But...be "conservative" in your design
- What goes into a resume?
 - Personal info
 - Objective (optional)
 - Education
 - Experience
 - Honors and Activities
 - Skills
- Let's look at each one of these in detail



Personal Info



- What should you include?
 - Full Name
 - Permanent Address
 - Email (Professionally Named)
 - Phone Number
- What should you NOT include?
 - Picture
 - Sex
 - Age
 - Race
 - Sexual orientation
 - Religious affiliation
 - Marital status



Personal Info



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AMBER VATERS

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amber_vaters@yahoo.com

- Formatting:
 - Bold your name
 - Increase the font size of your name (but not too much)



Objective



- Considered optional most of the time
- What can you include in the objective?
 - The focus of the job you are seeking
 - What skills you can offer
 - What settings interest you
 - Tell the employer what is you want to do, can do, and will do for them
 - **The statement should be employer-specific!!**
- Example: “To obtain a position in data analysis where skills in mathematics, computer programming, and deductive reasoning will contribute to new system development”



- What to include:
 - School
 - City and State
 - Degree(s) including Major, Minor, Track
 - **Don't include schools you went to but did not get a degree from**
 - Expected Graduation Date
 - **Just include the Month and Year → don't say "expected"**
 - GPA (Overall) – if 3.0 or higher
 - GPA (Major) – if better than overall



Education



EDUCATION

University of Rhode Island, Kingston, RI

Bachelor of Science in Chemical Engineering

Overall GPA: 3.4 Major GPA: 3.6

December 20XX

EDUCATION

University of Rhode Island, Kingston, RI

B.S. Chemical Engineering (Biology track), Overall GPA: 3.2, Major GPA: 3.5

Minor: Sustainable Food and Agricultural Systems

May 2019

EDUCATION

University of Rhode Island, Kingston, RI

B.S. Chemical Engineering

B.A. German (International Engineering Program)

Overall GPA: 3.58/4.00

May 2020

Technische Universität Darmstadt, Darmstadt, Germany

Semester Abroad, Materialienwissenschaft (Materials Science) Program

Semester GPA: 2.09/5.00 (DE) ~ 2.91/4.00 (US)

2018/2019

- Formatting:
 - Use bold where necessary but don't overdo it



Experience



- **VERY important section**
- What job info to include:
 - Any jobs you have had: engineering related or not, part-time, full-time, internships
 - Volunteering experience (if significant)
- What to include with each position/job:
 - Your title
 - Employer + their location (city and state)
 - Dates (Month and year or just year)
 - Bullet-point responsibilities
- **IMPORTANT TIPS:**
 - If you have a lot of work experience, you can remove the non-science and engineering-related positions
 - Emphasize the skills you gained/utilized for each job (use action verbs)
 - You can break this down into sub-sections: Technical, Relevant, Leadership, Volunteer, etc.



Experience



PROFESSIONAL EXPERIENCE

Teaching Assistant, University of Rhode Island, Kingston, RI 2017 - Present
Departments of Chemical Engineering/Cell and Molecular Biology

- Emphasize and relay concepts to students while aiding students to form a strong knowledge-base through homework and hosting recitation periods

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- Create and execute a theoretical researching system upon the Life Cycle Analysis of Tomato's comparing the difference of mineral fertilizer and compost on the soil fertility and nutrient cycle

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- Ran aging validations, process statistical analysis to determine outliers of standard deviation in data and investigate root cause of errors for client documentation
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- Formed pFMEA's by analyzing quantified processes of inputs to lower the critical index of impacting outputs
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- Promote and sell products by hosting events, providing consultants with the business model and a support system

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- Communicate between coworkers, practice hospitality and provide an enjoyable dinner experience

Baby Sitter/Nanny September 2015 - Present

- Responsible for daily routines, while also providing house sitting, long weekends and date night care

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Experience



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Siemens AG, München, Deutschland

February - August 2019

Intern

- Performed long- and short-term experiments with electrolysis cells of varying size, layout, and purpose
- Contributed ideas to improve the viability and efficiency of the group's experimental processes
- Collected and analyzed data from pertinent equipment: gas chromatograph, mass spec., Potentiostat, NMR, etc.
- Designed and constructed complex process apparatuses for the electrolytic reduction of CO₂ to marketable products

University of Rhode Island, Department of Chemical Engineering, Kingston, RI

May 2017 - August 2018

Undergraduate Research Assistant

- Development and characterization of air-grown three-dimensional lung cancer tumor spheroids
- Trained graduate and undergraduate student researchers how to safely produce valid results from *in-vitro* experiments
- Wrote and optimized protocols for new experiments and procedures in order to easily allow for replication

University of Rhode Island, Dining Services, Kingston, RI

February 2016 - March 2017

Dish Room Manager

- Managed a team of 10 - 15 student employees, ushering positive morale and promoting a high degree of efficiency

Walt's Roast Beef, North Kingstown, RI

2013 - 2017

Shift Manager, Cook, Cashier

- Fostered positivity and communication for shift staff while maintaining a high standard of quality and cleanliness



Honors and Activities



- What to include:
 - College or extramural activities
 - Awards
 - Honors
 - Scholarships
 - Dean's list
 - Essentially anything that “sets you apart” from the crowd
 - **Do NOT include anything from high school unless it is something very significant (e.g. Eagle Scout)**
 - There are a number of ways to organize this info → do what works best for you



Honors and Activities



HONORS & ACTIVITIES

Treasurer, URI AIChE Student Chapter
Tau Beta Pi Engineering Honor Society
Volunteer, Chorus of Westerly & YMCA
Dean's List
Member, Theta Chi Fraternity

U.S. National Defense Medal
Induction, USAFA Cadet Wing
Service Academy Nominations
U.S. Senators Lincoln Chafee & Jack Reed
U.S. Congressman James Langevin

ACTIVITIES AND VOLUNTEER WORK

- President (2018-19), Social Chair (2017-18), Member (2015-2017), American Institute of Chemical Engineers (AIChE)
- Volunteer, Rhode Island Yoga Center, Kingston, RI September 2017 - Present
- Volunteer, Rhodeside Revival Curbside Composting May 2018 - Present

HONORS AND AWARDS

- Centennial Scholarship, University of Rhode Island 2015 - 2019
- Most Diligent Student, URI American Institute of Chemical Engineers 2016 - 2017
- Dean's List (Engineering)

ACTIVITIES AND HONORS

- Member, URI American Institute of Chemical Engineers (AIChE) 2015 - Present
- Recipient, URI Centennial Scholarship 2015 - 2019
- Recipient, TU Darmstadt International Merit Scholarship 2018
- Recipient, Toray Plastics Scholarship 2018
- Recipient, RI-INBRE SURF Fellowship 2018
- Engineering Dean's List 2015 - 2018
- Parliamentarian, Member of Executive Board, Phi Kappa Psi 2017 - 2018
- Project Leader, URI ChemE Car Team 2017 - 2018
- Financial Chair and Member of Scholarship Committee, Phi Kappa Psi 2017



- What to include:
 - **Computer Skills** (list proficiency if possible)
 - **Academic** → can include courses above and beyond the “typical” chemical engineering courses and pre-requisites (e.g. biology, business, pharmacy, nuclear) → *this would be one of the first things to remove once you run out of space, especially if you are in a CHE Track or Minor*
 - **Other**: mechanical, technical (lab)



Skills



SKILLS

- **Specialized Coursework:** Principles of Biology, Biochemistry, Cell Biology, Microbiology, Microbiology Lab, Global issues and Sustainable Development, Sustainable Food and Agriculture Systems, Issues in Biotechnology
- **Additional Skills:** Proficient in Microsoft Office, MATLAB, ASPEN Plus, Google Applications, Creating Lesson and Management Plans, Report Writing, MiniTab Statistical Analysis

SKILLS

- **Computer:** MATLAB, MS Office, Python, Origin, ASPEN Plus, MestReNova, PC Hardware Installation
- **Technical:** Hand & Power Tools, Lab Construction, Intermed. Electrical Systems, Process Design & Implementation
- **Laboratory:** Mammalian cell culture, bright-field imaging, gas chromatography, mass spectroscopy, NMR
- **Soft:** Collaboration, Leadership, Management, Intercultural Relations, Information Security

Computer Skills: Matlab, Origin, ASPEN, Visual Basic for Applications, Java, C++, HTML, Microsoft Office Suite, Mathcad, ImageJ

Certifications: Six Sigma Lean Professional Certification

Equipment Knowledge: Field Emission Scanning Electron Microscope, Transmission Electron Microscope, Atomic Force Microscope, ISCO 500D Syringe Pump, UV-Vis Spectrometer, DLS

COMPUTER SKILLS

Scientific: Aspen, AutoCAD Lt, Polymath, Matlab, Maple, C ++

Office: Microsoft Word, Excel, PowerPoint, FrontPage; HTML, One Write Plus Accounting



References



- Don't list them on your resume
- Instead...have a separate sheet prepared
- **Ask the person before you use them as a reference!!**
 - Select people who know you well in different areas
 - Close friends and family do not count



General Tips and Tricks



- Font size: 10.5 – 12 point font for regular text, 13-15 for name at top
- Font types: Times New Roman, Calibri, Arial, Verdana, Cambria
- Margins: at least 0.5 inch
- Use action verbs to describe your experience (see **Action Verb sheet** for suggestions)
- **Don't use complete sentences**
- Should fit on one page
- Don't use personal pronouns (I, me)
- Avoid italics if possible – they don't scan well
- Use good paper and print with high quality printer



Wrap-Up



- Handout:
 - Examples
 - Summary of these slides
- Break into groups and look at your resumes!!!
- Thanks for coming!!

List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled streamlined
strengthened

supervised
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted

proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated

computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated

List of Action Verbs for Resumes & Professional Profiles

taught
tested
trained
transmitted
tutored

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

creative skills
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed

developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged

ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organization/ Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered

organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

More verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

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Caroline Hammett

7 Roberts Road, Waretown, NJ | 609-618-9001 | hammettcaroline1107@gmail.com
linkedin.com/in/carolinehammett

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University of Rhode Island, Kingston, RI May 2019
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Minor: Sustainable Food and Agricultural Systems

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