

## Resume Dos and Don'ts

Use one side of white (or slightly off white) high quality paper

Only go to a second page if the only thing on the second page is references

Be sure that your name is also on the second page

Make visually appealing and easily followed/searchable

Write in bullet, not paragraph form (Average resume is read in 30 s)

**Don't have ANY Typos!** (minimum of two other people checking!)

Accurate is more important than creative!

Include the following sections—usually in this order

### Personal

How to contact you: name, address, phone, email

*Don't* include any place you can't be contacted, e.g., email you don't check, work phone where you shouldn't get personal calls or without an answering machine

*Do* have your name in bold and a larger font

*Don't* include personal information like gender and marital status—only contact info

*Do* include a PROFESSIONAL webpage, if you have one

*Do* realize that all employers will check your facebook page and web presence...clean them up!

### Academic Information (reverse chronological order)

Includes: school, degree, major, minor, graduation date, GPA, relevant classes

*Don't* give your GPA if less than a 2.5 (2.5-3.0 optional)

*Do* give your GPA if more than 3.0

*Do* give your graduation date even if it is in the future

*Do* mention relevant classes you have completed (even nonchemistry)

For example, chemistry after Organic II, computer courses, languages, business

*Do* include research

with title of research, advisor and

especially any presentations/papers with your name on them

*Don't* include anything related to High School

### Work Experience (by relevance)

Both within and without the chemistry field, paid and unpaid

Include: Company, location, dates worked, title and key accomplishments

*Do* include lab assisting

*Do* include duties

*Do* include experience beyond the classroom with any instrument and computer program

### References

Include: name, title, affiliation/employer, phone, email

*Do ask permission* before including name!!!!

*Do* include one academic and one work reference

*Don't* include postal address

Optional:

Affiliations: you're probably a "Student Affiliate of the American Chemical Society"

Objective: Recommended, but be sure that you actually have one!

Honors: scholarships, awards

Include: Award, granting organization, date, effort acknowledged

Volunteer activities: shows you have a life outside school and are community minded  
be sure to note all leadership positions

Other relevant skills:

special techniques, instrumentation, unusual computer programs, languages

Highlights section:

things that particularly match the job, use past tense action verbs

Various versions may be appropriate/necessary

Tailoring to a particular job is ok, but don't tailor for this assignment