

RESUME SAMPLES

Your Name

yourname@udel.edu, (302) 831-1231

linkedin.com/in/yourname

EDUCATION

University of Delaware

Bachelor of Civil Engineering

Minor: Environmental Engineering

Minor: Mathematics

GPA 3.41; Dean's List: Fall 20XX - Spring 20XX

- 28th Annual American Concrete Institute Student Beam Competition - 1st Place: April 20XX

Newark, DE

May 20XX

SKILLS

Microstation; MATLAB and Python; Microsoft Office: Word, PowerPoint, Excel

Spanish (basic knowledge); CPR and Red Cross Lifeguard certified; construction experience

RELATED EXPERIENCE

University of Delaware, Department of Civil & Environmental Engineering

Undergraduate Research

- Work alongside graduate students in the structural department researching the calibration of Ground-Penetration Radar technology under the supervision of Dr. Thomas Schumacher, overcoming many project alterations and difficulties along the way
- Assist in managing a high school student intern through weekly check-in and feedback sessions

Newark, DE

May 20XX - Present

Summer Research Poster Symposium

June 20XX - August 20XX

- Aided in the collection of water quality and stream habitat measurements for baseline datasets used by the City of Newark (Delaware) and National Park Service (Delaware's First State National Monument)
- Determined stream erosion potential and likelihood of recovery using the EPA Rapid Bioassessment Method as well as the Rosgen Method
- Presented research at Poster Symposium to approximately 100 attendees

OTHER EXPERIENCE

University of Delaware, Bob Carpenter Sports Building

Head Lifeguard

- Schedule pool events as well as staff hours for IO lifeguards

Newark, DE

January 20XX - Present

- Oversee lap swim, club sport practices, and swim meets while maintaining the cleanliness of the pool and pool deck
- Promoted due to demonstrated organization, work ethic, and leadership skills

Habitat for Humanity

Construction Volunteer

- Worked at two sites building houses in Wilmington for Habitat for Humanity of New Castle County

Wilmington, DE

June 20XX - August 20XX

- Volunteered over 150 hours over the course of the summer to aid in the building of 16 houses and gained experience in construction

HONORS AND ACTIVITIES

Tau Beta Pi - National Engineering Honor Society

Newark, DE

American Society of Civil Engineers

Membership Chair

- Increase membership by 6% through the recruitment process
- Coordinate and lead community service projects for 150 member pledge class

Newark, DE

September 20XX - Present

Intervarsity Christian Fellowship

Small Group Leader

- Organize 3 speaker series events, handling logistics, budget and promotions. Saw a 9% increase in attendance from previous years

Newark, DE

September 20XX - Present

Your Name

555-555-5555 | yourname@udel.edu
linkedin.com/ in/ yourname | Github url

EDUCATION

University of Delaware, Newark, DE

May 20XX

Bachelor of Science in Computer Science

Overall GPA: 3.14; Major GPA: 3.32

SKILLS

Languages Java, C, C++, LISP, Matlab, HTML, Promela, MySQL

Operating Systems: Windows, Unix, MacOS, SUN Solaris, Ubuntu

Software: Eclipse, MS Office, Adobe Photoshop, Minitab, Spin, Visual Studio

RELATED EXPERIENCE

INRIX, New York City, NY

May 20XX - August 20XX

Mobile Development Intern

- Designed and developed an incident escalation service to manage and assign critical and non-critical client and server issues for the Mobile Team
- Researched, designed and developed a cross-platform SOK for Mobile services
- Designed and developed a gamification platform for the INRIX Traffic application
- Worked effectively in a dead line-driven environment

University of Delaware, Lerner College of Business & Economics, Newark, DE

August 20XX - May 20XX

TechDeck Support Member

- Managed Lerner College of Business main webpage
- Oversaw public computing lab procedures and provided client-facing IT support as needed

University of Delaware, Department of Computer & Information Sciences, Newark, DE

February 20XX- May 20XX

Lab Assistant (Intro to Computer Science I)

- Answered questions and aided teaching assistant in conducting introductory Computer Science labs

PROJECT EXPERIENCE

University of Delaware, Department of Computer & Information Sciences, Newark, DE

Fall 20XX

Android Molecular Compound DB App

- Developed SQLite-based Android app permitting users to edit, add or delete database elements
- Generated XML-based scalable GUI interface using custom Photoshop graphics

ATHLETICS & LEADERSHIP

UD NCAA Division I Football Team, Newark, DE

August 20XX-Present

Varsity Letterman and Member of Colonial Athletic League All Academic Team

- Amplify skills needed to work unselfishly and energetically amongst a group of diverse peers
- Serve as team's Student Athlete Representative voicing student-athlete concerns to the college wide board
- Improving time management skills by balancing a full course load with 25+ hours of weekly football activities

Linux Users Group (LUG), Newark, DE

January 20XX - Present

President

- Organize group meetings and outings available to both members and the general public
- Design events for the purpose of educating members as well as non-members of varying competency levels

Robotics Club, Newark, DE

August 20XX - December 20XX

Web master

- Engineered landing page that increased user traffic by more than 50%
- Update the registered student organization web site every week to ensure accurate information is available to the public
- Maintain accurate electronic list of members and advertised meetings as well as upcoming competitions

Your Name
123-456-7890 | yourname@udel.edu
YourlinkedInURL

EDUCATION

University of Delaware, Newark, DE
Honors Bachelor of Biomedical Engineering
Minor: Bioelectrical Engineering
Honors Enrichment Award Recipient (May 20XX)

May 20XX
GPA: 3.34

Relevant Coursework: Bioengineering Mechanics, Biomaterials & Tissue Engineering, Medical Imaging Systems, Clinical Biomechanics, Medical Ethics

UD Study Abroad, Melbourne, Sydney & Cairns, Australia
Community & Personal Health Program

January 20XX

SKILLS

Matlab, Cortex, Python, Microsoft Office, Image J, JMP Statistical Software, Mathematica

RELATED EXPERIENCE

University of Delaware, Upper Body Baby Exoskeleton, Infant Mobility Lab, Newark, DE August 20XX - Present
Senior Design Project

- Design an upper body support mechanism for baby and young children with limited upper body mobility
- Compile a full engineering design report through analyzing experimental data and performing statistical analysis
- Collaborate as a project team to build a working prototype

Zimmer Biomet, Warsaw, IN

May 20XX - August 20XX

Quality Development Program Intern

- Formulated procedures, specifications, and standards for Zimmer Biomet products and processes
- Developed and implemented corrective/preventative action plans
- Investigated customer complaints to determine root cause, recommended actions, and disposition of product back to the customer
- Supported production by reviewing part defects and identifying problem areas
- Ensured that suppliers have necessary information and facilities to deliver quality products to Zimmer Biomet

University of Delaware, Cartilage Bioengineering Laboratory, Newark, DE

May 20XX - August 20XX

Research Assistant

- Conducted research on improving articular cartilage defect lesion by developing test methods to help identify solutions for patients
- Created Orthopedic Research Society poster highlighting final reports that summarize the details and results of the research, including conclusions and recommendations
- Adhered to all laboratory policies and procedures

ACTIVITIES

Gamma Sigma Sigma National Service Sorority, Newark, DE

September 20XX - Present

Membership Chair

- Increase membership by 4% through the recruitment process
- Coordinate and lead community service projects for 150 member pledge class

Assistive Medical Technology Club, Newark, DE

September 20XX - Present

President

- Organized 3 community outreach events that assisted Go Baby Go to provide 4 Newark families in need with appropriate medical devices

Your Name

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EDUCATION

University of Delaware, Newark, DE

May 20XX

Bachelor of Science, Management Information Systems

Minors in Global Enterprise Technologies and International Business Professional Concentration in Finance

Cumulative GPA 3.23

SKILLS

Computer: Microsoft Office Windows, Word, Excel, PowerPoint, Access, Outlook, Lync, Visio, SharePoint, Java, SQL, Microsoft SQL Server, Windows Script Language, OneNote, HP Quality Center, HP ALM, Umbraco CMS, Logical Data Modeling, Entity Relationship Diagrams.

Communication: Excellent verbal, written, and analytical skills, Proficient in reading and writing French.

EXPERIENCE

JPMorgan Chase & Co., Newark, DE

June 20XX - August 20XX

Business Systems Analyst Intern

- Assist various groups within the Corporate Technology sector to facilitate project management and process enhancements.
- Carry out user and performance test plans on the HR Next Generation Intranet Experience
- Import and maintain global data on the Umbraco Content Management System
- Lead a project to design a company-wide MOSS Intranet site
- Document and analyze data in order to define requirements and resolve issues

University of Delaware Office of Economic Innovation and Partnerships, Newark, DE

August 20XX - December 20XX

Technology Intern

- Worked with project managers to commercialize technological innovations
- Performed individual market research on invention disclosures
- Consulted with business partners to market technology
- Updated, maintained, and retrieved data from the Knowledge Management System
- Analyzed legal and business documents and presented findings to senior leadership

Exelon Corporation, Kennett Square, PA

June 20XX - August 20XX

IT Business Services Intern

- Led project to upgrade HP Quality Center to ALM Software
- Performed system administration functions for HP Quality Center and ALM
- Documented business processes using Microsoft OneNote and SharePoint
- Collaborated with a team of business systems analysts and project managers to create software test plans

LEADERSHIP

Delta Sigma Pi Professional Business Fraternity, Newark, DE

September 20XX - Present

Co-President

- Reactivated collegiate chapter through a focused marketing campaign and recruitment that resulted in 30 new members
- Organize events designed to foster mutually beneficial relationships between members and employers

University of Delaware Association for Information Systems, Newark, DE

September 20XX - Present

Secretary

- Write the agenda and minutes for each meeting to ensure accurate record keeping
- Maintain event schedule and up-to-date contact information for over 50 members, increasing event participation by over 25%

University of Delaware Marketing Club, Newark, DE

August 20XX - Present

Website Administrator

- Upkeep RSO website with the purpose of identifying and removing irrelevant information
- Update information on the University of Delaware web page to ensure public access to club events and meetings

Your Name

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EDUCATION

University of Delaware, Newark DE

May 20XX

Bachelor of Science, Physics Honors Degree

Minors in Mathematics and Computer Science

GPA: 3.42

Dean's List (all semesters)

SKILLS

Proficient in Programming and Scripting with Python, Java, C++, Bash, Matlab, Android

Proficient in Molecular Simulation Software: Gromacs and VMD (Visual Molecular Dynamics)

Version control - Git and SVN

Familiar with the Linux Operating System

Familiar with web design - HTML, CSS, Ruby on Rails

EXPERIENCE

uMash Collage Generator, Newark, DE

May 20XX-Present

Software Engineer & Co-Creator

- Developed Android Application that uses machine learning to dynamically create photo collages, involved from idea conception to market release and maintenance
- Implemented and improved cutting-edge algorithms to overcome mobile platform limitations
- Awarded NSF I-Corps grant to investigate market viability of product, received training in customer discovery research and lean startup methodology

University of Delaware, Department of Physics, Newark, DE

January 20XX-Present

Undergraduate Researcher

- Study the internal structure and composition of lipid phases to better understand cell membrane structure
- Participate in weekly lab group meetings to discuss reading and tackle difficult technical challenges
- Develop computational algorithms to process and analyze data using python
- Implement Hidden Markov Models and particle simulations in C++ to study phase behavior in simulated lipid membranes
- Presented findings at Delaware Membrane Symposium (2014), Biophysical Society Meeting (2015) and Society of Physics Students Mid-Atlantic Conference (2015)

University of Delaware, Department of Chemistry, Newark, DE

June 20XX-September 20XX

Howard Hughes Medical Institute Undergraduate Research Program

- Worked independently within the Department of Chemistry at the University of Delaware studying the impact of lipid membrane phase order on peptide translocation
- Created, ran, and analyzed biophysical simulations with various Molecular Dynamics software such as Gromacs, VMD and custom software
- Participated in weekly lab group meetings and contributed to overall group dynamic, presented research and contributed to idea generation and problem solving
- Presented preliminary results in undergraduate symposium

ACTIVITIES

Society of Physics Students (SPS), University of Delaware Chapter, Newark, DE

February 20XX-Present

Vice President

- Create a targeted marketing campaign and recruitment that resulted in 30 new members
- Organize events designed to foster mutually beneficial relationships between members and employers

UD Cross Country/Track and Field Club, Newark, DE

March 20XX-Present

Transportation Organizer

- Organize transportation and logistics for 20 students for up to five overnight club matches per semester
- Oversee a transportation budget of \$7,000 and participate in club leadership and planning meetings