

# CREATING YOUR JOB SEARCH TOOLS

Once you have considered possible majors and careers, the next step is preparing the job search tools necessary to apply for research opportunities, internships and jobs.

## Resumes

A quality resume is a targeted, one-page summary of your education, skills, experiences and accomplishments. It should help convince the employer that you will be successful in the position.

Make sure your resume is engaging.

Remember, there is no one, correct formula for a resume. You'll need multiple versions as you target different prospective employers. The OCS staff can help you create a powerful resume.



Keep in mind that the average employer takes fewer than 30 seconds to evaluate a resume.

### Purpose of a Resume

- Enables you to get interviews
- Provides you with an opportunity to make an impression without meeting physically
- Emphasizes your transferable skills
- Provides a framework for discussion during the interview
- Reminds the interviewer about you after the interview is over and justifies the hiring decision to others

## How To Begin

### Step 1

#### Reflect on Yourself

Develop a list of all the experiences you've had. This might include jobs, volunteer work, internships, leadership positions, activities or training. Identify special skills or knowledge you gained through these experiences.

### Step 2

#### Identify Potential Fields

List the positions and/or industries that interest you (e.g., engineering, biological research, financial services) as well as qualifications required for the work you've identified and highlight key terms/words that are used to describe that job/position.

### Step 3

#### Divide Your Experience into Sections

**Heading** – Include your name, address, phone number, email address and personal website (if applicable).

**Education** – Include degree, major (minor or concentration if applicable), school name, location, anticipated date of graduation and GPA (overall, major, or upper division). This section may also include relevant coursework, study abroad, professional training, special projects and honors and awards.

**Skills** – Include technical skills, lab techniques and specialized equipment skills as well as foreign languages.

**Experience** – Include part-time and full-time jobs, temporary positions, self-employment, Clinic, research, internships, volunteer or community service. Stress accomplishments by carefully selecting action verbs and phrases.

**Extracurricular Activities/Community Service** – List your involvement in clubs, organizations, committees, sports, community service and professional associations. Emphasize those activities in which you utilized leadership and teamwork.

**Organize** your sections as they relate to your job target. Place the most important sections first.

### Step 4

#### Format Tips

Preferred font size is 10 to 12 point; use one standard font such as Helvetica, Times New Roman, Arial or Verdana throughout.

Emphasize points with bold and italics, but don't overuse.

Use formal language; avoid pronouns (e.g., I, me).

### Step 5

#### Proofread

Did you use language from the job description? Is your formatting consistent? Have several people critiqued it? Office of Career Services staff can provide feedback and help with revisions.

# CREATING YOUR JOB SEARCH TOOLS

## Resume Sample and Worksheet

Resume length should generally be one page. If over one page, include your name and page number on the following page(s). If necessary, decrease margins from the default of 1.25 to 0.8. Use a 10 to 12 point font.

DeShawn Ford  
Claremont, CA 91711 | 909.621.9000 | mmudd@hmc.edu

### Education (mandatory)

Place at the top of your resume.

Bachelor of Science or B.S., Your Major with a concentration in...(if applicable)  
Harvey Mudd College, Claremont, CA Expected May 20xx  
GPA (if above 3.0 or if requested by an employer). Choose the higher of your GPAs—  
cumulative or major.

Normally, high school information is excluded from a resume. However most first- and second-year students lack sufficient experience and must list accomplishments from high school.

Birmingham High School, Van Nuys, CA June 20xx  
AP courses in Calculus, Chemistry, Physics

### Relevant Coursework (optional)

Students who have taken courses related to a targeted job may choose to highlight these courses.

Experimental Engineering; Engineering Design; Advanced Systems Engineering

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## Honors and Awards (if applicable)

Honors and awards are part of your education. If these are not self-explanatory, describe them.

Harvey Mudd College Scholarship 20xx–20xx; National Merit Scholar 20xx–20xx

## Study Abroad Experiences (if applicable)

Students who have taken courses related to a targeted job may choose to highlight courses taken while abroad.

Summer Abroad Program, 20xx, University of London

## Skills (mandatory)

List hard skills here. This means technical: operating systems, hardware platforms, programming languages, software applications. Include certificates or mastery in technical equipment. Qualify your knowledge base with words such as “proficient,” “knowledgeable,” “familiar.” For foreign languages skills, use descriptive language like “fluent,” “bilingual/conversant,” “speak,” “read,” “write,” “translate” and can interpret documents. If you have a longer list of skills, you may want to create subsections. Try to use key words from the specific job description.

Proficient in Microsoft Office; knowledgeable of C++, MATLAB; conversant in Spanish.

Leave out soft skills such as interpersonal and communication skills. These skills are better included in a cover letter.

# CREATING YOUR JOB SEARCH TOOLS

## Experience (mandatory)

In reverse chronological order (most recent first), list all experiences that demonstrate your applicable skills and employment potential.

### Choose from these different experiences to create your experience section

- Part-time and full-time jobs
- Paid or unpaid internships
- Leadership in clubs, organizations, volunteer work or athletics
- Research/presentations

### Use an appropriate experience section title

Related | Research | Project | Work | Entrepreneurial | Leadership | Relevant | Volunteer

- Assign your experiences to appropriate sections.
- Prioritize sections that are applicable to the targeted job and place them higher on the resume.
- Include the job title, employer, city and state. You can boldface either the title or organization. Also, include dates.
- Use action verbs to describe your role combined with powerful, succinct accomplishment statements.
- Use present tense for a position you hold currently; use past tense for all others.
- A well-formulated accomplishment statement has two parts (see page 9).

Title, Employer, City, State Month/Year–Month/Year

- Increased production by 10 percent
- Improved effectiveness of website; redesigned the layout of links
- Wrote and presented a report to 50 representatives

**Note:** Periods may or may not be used after descriptions that follow a bullet. Be consistent! To save space, use semicolons between multiple points made after one bullet.

## Extracurricular/Co-Curricular Experience or Activities (If applicable and optional. Best to keep at bottom of resume.)\*

If you've held leadership roles, you may title this section "Leadership" "Activities" or "Experiences." If you held an office, list the position held and the outcomes or benefits of your efforts.

Tutor, Pomona High School, Pomona, CA 20xx  
Improved grades of five elementary students by tutoring weekly in math.

\*Extracurricular/co-curricular experience applies to on-campus activities; "Activities" is used for both on- and off-campus experiences.

# CREATING YOUR JOB SEARCH TOOLS

## Interests (Optional. Best to keep at bottom of resume.)

Some employers like to see your interests, especially if it is related to the open position. If you include, be selective.

Game development, travel, classical music enthusiast, basketball.

## Helpful Headers

In the early stages of resume writing, stick with standard headers like Education, Experience and Activities. As your skillset grows and experience deepens, consider broadening and reframing the headers to draw attention to key sections of your resume.

### EDUCATION

Academic Background  
Educational Background  
Education and Training  
Related Coursework  
Select Coursework  
Senior Thesis  
Study Abroad

### EXPERIENCE

Academic Projects  
Corporate Experience  
Course Projects  
Global Experience  
Independent Research  
Industry Experience  
Military Experience  
Related Experience  
Related Projects  
Work Experience

### ACTIVITIES

Affiliations  
Associations  
Athletic Achievements  
Civic Activities  
Leadership Experience  
Professional Activities  
Professional Associations

Professional Development  
Professional Memberships  
Volunteer Work/Volunteerism

### HONORS

Academic Honors  
Accolades  
Achievements  
Awards  
Commendations  
Distinctions  
Fellowships  
Scholarships

### SPECIAL SKILLS/TRAINING

Certifications  
Language Competencies  
Licenses  
Professional Certifications  
Software/Hardware  
Special Training  
Technical Skills

### PUBLICATIONS

Conference Presentations  
Current Research Interests  
Exhibits  
Papers  
Presentations

Professional Presentations  
Research Projects  
Senior Thesis

### ADDITIONAL SECTIONS

Interests  
Portfolio

## Writing Accomplishment Statements

A good accomplishment statement is the key to an outstanding resume. It's easy to write about job tasks. The challenge is convincing a potential employer that you are good at what you do.

### Writing a well-formulated accomplishment statement

1. What result or benefit was generated because of your work?  
This result should be stated in tangible, quantifiable and value-added terms.
2. Describe the steps you took or what techniques you used to achieve results.
3. Always start with an action verb; you can find action verb lists online.
4. Use unique and varied verbs.
5. Avoid wordiness and unnecessary adjectives.

### Think about these questions.

Have you ...

- Done something faster, better or cheaper?
- Saved an organization money or improved efficiency?
- Identified and/or helped solve problems?
- Instituted new methods, systems or procedures?
- Reorganized or improved an existing system?
- Maintained a consistently high level of performance?
- Achieved results with little or no supervision?
- Coordinated any event or project?

### Example

Automated the counting of neuron nuclei with approximately 98% or higher accuracy; used machine learning to automate cell categorization.

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## Applicant Tracking System (ATS) Best Practices

ATS has been increasingly used by employers in recent years. Using best practices for ATS will optimize your chances of getting through the first round in the application process.

### Best Practices

- Save resume as DOCX or PDF
- Do not include hyperlink of website or email address(es)
- Do not include columns, tables, charts, graphics or photos (these will not be read correctly by AI)
- Do not use any colored text
- Mirror the same job title or key action verbs used in the job description
- Mention hard skills throughout your resume when possible in the skills section, experience section and multiple projects section

# CREATING YOUR JOB SEARCH TOOLS

## Action Verbs

### ACCOMPLISHMENT

Achieve  
Attain  
Complete  
Earn  
Exceed  
Finish  
Improve  
Increase  
Invent  
Maximize  
Obtain  
Pioneer  
Reduce  
Select  
Solve  
Succeed  
Surpass  
Win

### ADMINISTRATIVE

Arrange  
Categorize  
Collect  
Compile  
Correspond  
Distribute  
Document  
File  
Generate  
Implement  
Log  
Maintain  
Monitor  
Operate  
Order  
Organize  
Prepare  
Provide  
Purchase  
Record  
Reserve  
Respond  
Review  
Schedule  
Submit

### ANALYTICAL/ BUSINESS

Administer  
Allocate  
Analyze  
Appraise  
Audit  
Balance  
Budget  
Calculate  
Compare  
Correct

Estimate  
Factor  
Forecast  
Invoice  
Project  
Reconcile  
Reduce

### COMMUNICATION

Act  
Address  
Advertise  
Advise  
Advocate  
Answer  
Arbitrate  
Articulate  
Author  
Brief  
Chair  
Co-author  
Collaborate  
Communicate  
Consult  
Contact  
Convey  
Convince  
Cooperate  
Correspond  
Debate  
Describe  
Discuss  
Document  
Draft  
Edit  
Educate  
Elicit  
Encourage  
Entertain  
Explain  
Express  
Illustrate  
Influence  
Inform  
Instruct  
Interact  
Interpret  
Intervene  
Investigate  
Lecture  
Liaise  
Listen  
Lobby  
Log  
Market  
Mediate  
Moderate  
Motivate  
Negotiate

Outline  
Persuade  
Photograph  
Present  
Print  
Process  
Project  
Promote  
Propose  
Publicize  
Published  
Recommend  
Record  
Recruit  
Refer  
Register  
Report  
Represent  
Resolve  
Respond  
Review  
Revise  
Revitalize  
Schedule  
Search  
Showcase  
Solicit  
Speak  
Submit  
Suggest  
Summarize  
Survey  
Teach  
Train  
Translate  
Tutor  
Write

### CREATIVE

Act  
Adapt  
Conceptualize  
Create  
Customize  
Design  
Develop  
Direct  
Display  
Draw  
Entertain  
Formulate  
Illustrate  
Integrate  
Invent  
Model  
Modify  
Perform  
Photograph

### DATA ANALYSIS

Analyze  
Clarify  
Collect  
Compare  
Conduct  
Critique  
Detect  
Diagnose  
Evaluate  
Examine  
Experiment  
Explore  
Extract  
Forecast  
Gather  
Identify  
Inspect  
Invent  
Investigate  
Measure  
Solve  
Summarize  
Survey  
Test

### LEADERSHIP

Account  
Act  
Adapt  
Administer  
Advise  
Allocate  
Analyze  
Appoint  
Approve  
Arbitrate  
Arrange  
Assign  
Authorize  
Budget  
Chair  
Coach  
Consolidate  
Consult  
Contract  
Control  
Coordinate  
Counsel  
Decide  
Delegate  
Develop  
Direct  
Discipline  
Distribute  
Educate  
Eliminate  
Emphasize  
Enable

Encourage  
Enforce  
Enhance  
Enlist  
Ensure  
Evaluate  
Examine  
Execute  
Expand  
Expedite  
Facilitate  
Focus  
Found  
Further  
Generate  
Guide  
Head  
Hire  
Host  
Implement  
Improve  
Incorporate  
Increase  
Individualize  
Influence  
Initiate  
Inspect  
Instill  
Institute  
Integrate  
Intervene  
Introduce  
Judge  
Launch  
Lead  
Listen  
Manage  
Moderate  
Monitor  
Motivate  
Navigate  
Negotiate  
Orchestrate  
Order  
Organize  
Overhaul  
Oversee  
Partner  
Pioneer  
Plan  
Preside  
Prioritize  
Produce  
Propose  
Recommend  
Reconcile  
Recruit

# CREATING YOUR JOB SEARCH TOOLS

## Action Verbs

### LEADERSHIP (cont.)

Rectify  
Regulate  
Represent  
Reserve  
Resolve  
Restructure  
Revamp  
Revitalize  
Schedule  
Screen  
Select  
Spearhead  
Stimulate  
Streamline  
Strengthen  
Supervise  
Systematize  
Terminate  
Volunteer

### RESEARCH/ TECHNICAL

Adapt  
Administer  
Analyze  
Apply  
Assemble  
Assess  
Build  
Calculate

Classify  
Code  
Collect  
Combine  
Compare  
Compile  
Compose  
Compute  
Conceptualize  
Condense  
Conduct  
Conserve  
Consolidate  
Construct  
Contract  
Convert  
Correct  
Create  
Customize  
Debug  
Demonstrate  
Design  
Detect  
Determine  
Develop  
Devise  
Diagnose  
Discover  
Eliminate  
Emphasize  
Enable

Engineer  
Enhance  
Estimate  
Evaluate  
Examine  
Execute  
Expand  
Expedite  
Experiment  
Explore  
Extract  
Fabricate  
Fashion  
Focus  
Forecast  
Formulate  
Fortify  
Furnish  
Further  
Gather  
Generate  
Implement  
Inspect  
Install  
Integrate  
Invent  
Investigate  
Launch  
Maintain  
Measure  
Model

Modify  
Navigate  
Observe  
Operate  
Overhaul  
Process  
Produce  
Program  
Propose  
Publish  
Recommend  
Reconcile  
Rectify  
Reduce  
Regulate  
Remodel  
Repair  
Replace  
Research  
Restore  
Retrieve  
Revise  
Simulate  
Solve  
Specialize  
Stimulate  
Strengthen  
Study  
Survey  
Synthesize  
Test

Train  
Translate  
Transmit  
Update  
Upgrade  
Utilize  
Validate  
Verify

### TEACHING

Advise  
Articulate  
Assess  
Coach  
Coordinate  
Counsel  
Critique  
Educate  
Enable  
Encourage  
Evaluate  
Explain  
Facilitate  
Individualize  
Instruct  
Teach  
Train  
Tutor

## Attributes

Adaptable  
Ambitious  
Balanced  
Candid  
Communicative  
Compassionate  
Consistent  
Cooperative  
Courageous  
Curious  
Devoted  
Diplomatic  
Enterprising  
Enthusiastic  
Entrepreneurial  
Exciting  
Focused  
Forgiving

Generous  
Genuine  
Good listener  
Helpful  
Imaginative  
Incredible  
Independent  
Industrious  
Insightful  
Knowledgeable  
Logical  
Mediator  
Modest  
Open-minded  
Organized  
Original  
Outgoing  
Particular

Patient  
Perceptive  
Personable  
Pleasant  
Political  
Positive  
Powerful  
Practical  
Professional  
Quality  
Quick  
Responsible  
Results-driven  
**OTHER  
ADJECTIVES**  
Caring  
Committed

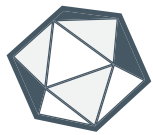
Confident  
Dedicated  
Detail-orientated  
Determined  
Devoted  
Driven  
Dynamic  
Efficient  
Empathic  
Energetic  
Excited  
Flexible  
Hardworking  
Innovative  
Loyal  
Motivated  
Passionate  
Persistent

Productive  
Self-Starter  
Skilled  
Strong  
Talented  
Thorough  
Thoughtful



## Determining a Skill Modifier

Understanding and identifying the level of your knowledge and skill set helps employers better determine your competency for the job.



### Expert

- High ability to apply techniques, concepts or theories in the field
- Ability to discuss specific topics in-depth and to connect outside knowledge of issues/trends in detail as it pertains to the field
- Experience or skills gained through frequent use in projects and/or programs
- Others seek your advice or assistance



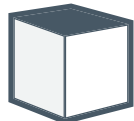
### Advanced

- High ability to apply techniques, concepts or theories in the field
- Ability to discuss specific topics in-depth as it pertains to the field
- Experience or skills gained through frequent use in projects and/or programs
- Others seek your advice or assistance



### Intermediate

- Strong application of techniques, concepts or theories
- Ability to discuss specific topics at a high level
- Experience or skills gained in practical applications
- May need assistance occasionally



### Beginner/Novice

- Basic working knowledge of basic techniques, concepts or theories
- Ability to explain general topics
- Experience or skills gained in the classroom or through an internship or research position
- Most likely will need assistance



### Familiar/Fundamental Awareness

- General understanding of basic techniques, concepts or theories

Adapted from the NIH Competencies Proficiency Scale

## Resume Sample – First Year

Do not hyperlink your URLs as it will not be read correctly by Applicant Tracking System (ATS).



HMC goes before high school.



Note the major you are considering rather than “undecided.”

Include GPA since you won’t get grades your first semester at HMC.



Add your proficiency level (optional).



Best to quantify—add how many.



Using numbers is preferred.



Include the frequency of events, reports, meetings etc.



### JANE MUDDER

jmudder@g.hmc.edu | 909.555.1234 | [github.com/hmudd/class2024](https://github.com/hmudd/class2024)

#### EDUCATION

Harvey Mudd College, Claremont, CA  
B.S., Engineering

Expected May 20xx

#### RELEVANT COURSEWORK

Intro to Engineering Systems, Calculus, Electromagnetic Theory and Optics,  
Intro to Computer Science, Mechanics and Wave Motion, Linear Algebra,  
Intro to Differential Equations

San Gabriel High School, San Gabriel, CA  
GPA 3.97

June 20xx

Completed AP courses in Calculus, Chemistry, Physics  
EdX - Self-Study Course - Elements in Structures

May 20xx–August 20xx

#### AWARDS AND ACHIEVEMENTS

Recipient of the Harvey Mudd Merit Scholarship, 20xx  
President of Readers Club, San Gabriel High School, 20xx  
Second Place in Business Calculations, FBLA State Leadership Conference, 20xx  
First Place in Engineering Division, San Gabriel High School Science Fair, 20xx

#### SKILLS

Programming Languages: JAVA, Python  
Software: Advanced in Adobe Photoshop, Intermediate in Illustrator and Dreamweaver  
Languages: Mandarin (fluent); Cantonese (conversational)

#### WORK EXPERIENCE

Tutor, National Honor Society, San Gabriel, CA  
• Tutored high school and middle school students in courses ranging from pre-algebra to pre-calculus and AP chemistry  
• Advised 4 students on high school and college preparation  
• Prepared students for SAT and ACT

September 20xx–May 20xx

Research Intern, California Institute of Technology, Pasadena, CA  
• Operated X equipment to calibrate a laser detector for proper measurement  
• Collaborated with 2 interns and presented reports to research group

June 20xx–August 20xx

#### VOLUNTEER EXPERIENCE

Summer Reading Program Volunteer, Hastings, Pasadena, CA  
• Set-up and managed registration and prize distribution table  
• Helped organize special seasonal events for library

May–August 20xx and 20xx

## Resume Sample – Biology

Use a professional email and personalized voicemail greeting; check regularly and respond promptly.



### MARY HARVEY

mary-harvey@gmail.com | 909.555.0195

#### EDUCATION

Harvey Mudd College, Claremont, CA  
Bachelor of Science, Biology

Expected, May 20xx

#### Relevant Coursework

Genetics with Lab; Immunology; Microbes and the Immune System; Cell and Molecular Biology; Neurobiology; Biochemistry.

Include only during your first two college years.



Garfield High School, Seattle, WA, June 20xx

GPA: 3.8; Advanced Placement in the following courses: Biology, Chemistry and Calculus.

#### Honors

Dean's List Distinction – Harvey Mudd College, 20xx–20xx  
National Science Foundation Scholarship, 20xx  
National Merit Scholar, 20xx

#### RESEARCH EXPERIENCE

**Harvey Mudd College**, Claremont, CA

September 20xx–Present

- Analyze determination of hybridization between two species of soft coral.
- Compile data using PCR and randomly amplified polymorphic DNA (RAPD).

**Baylor College of Medicine**, Houston, TX

May 20xx–August 20xx

Participant in Summer Medical and Research Training (SMART) Program

- Conducted DNA sequencing to determine effect of point mutation on hexokinase deficiency in patients.
- Presented findings to audience of 100 peers and medical professionals.

**The Joint Science Center**, Claremont, CA

January 20xx–May 20xx

- Researched activity and binding properties of mitochondrial hexokinase in fetal livers.

#### PUBLICATIONS

- “Differential cytokine expression in acute and chronic murine graft-versus-host-disease,”

Harvey, M. and Smith, C. (20xx). *European Journal of Immunology*, 23:333-337.

- “Effects of supporting electrolyte on the partitioning of cation/neutral couples into perfluorosulfonate films”  
Van Ryswyk, H. and Harvey, M. (20xx). *Journal of Electroanalytical Chemistry*, 325:351-357.

#### SKILLS

- PCR (polymerase chain reaction) • DNA and RNA isolation • cDNA synthesis • Northern & Southern blotting  
• Radioactive end-labeling • Sub-cloning of bacteria • Sterile technique • ELISA assays  
• IR, UV/visible & NMR spectroscopy • Cell cultures

Use action words to describe your accomplishments and make sure that the verb tenses match, i.e., present tense for current work; past tense for past jobs.



Use quotation marks to denote the title of an article or book.



## Resume Sample—Chemistry

Include your GPA if it is 3.0 or higher. List your major GPA if it is higher than the cumulative.



### EDUCATION

**Bachelor of Science**, Chemistry  
**Harvey Mudd College**, Claremont, CA, May 20xx

### Relevant Coursework

Physical, Analytical, Instrumental, Organic and Inorganic Chemistry with Labs, Quantum and Spectroscopy  
 Advanced Group Theory

### Honors and Awards

Dean's List Distinction, 20xx–20xx  
 DuPont Science Scholarship, 20xx  
 Galileo Society Scholarship, 20xx  
 National Merit Scholar, 20xx

### RESEARCH EXPERIENCE

**Department of Chemistry**, Harvey Mudd College, Claremont, CA September 20xx–Present  
 • Study the kinetics of attaching metalloporphyrins to self-assembled monolayers on gold electrodes  
 • Perform electrochemistry on the monolayers

**National Nanofabrication Users Network REU**, Cornell University, Ithaca, NY May 20xx–August 20xx  
 • Fabricated biomolecular sieves with novel geometry for separating protein mixtures  
 • Assisted scientists with making targets for the accelerator  
 • Developed a computer program to simulate heat loads in target wheels  
 • Prepared written report; presented results to peers and faculty

**Department of Energy REU**, Lemont, IL May 20xx–August 20xx  
 • Conducted research for the Target Development Facility for ATLAS Accelerator, Argonne National Laboratory  
 • Reported findings to a group of five scientists and engineers

### PUBLICATIONS/PRESENTATIONS

- "Temperature Calculations of Heat Loads in Rotating Target Wheels Exposed to High Beam Currents," Greene, J.P. and **Mudder, S.S.** CP576, American Institute of Physics, April 20xx.
- "Kinetics of Metalloporphyrin-based Ligand Substitution with Surface-confined Ligands". Poster presented at ACS National Meeting, March 20xx.

### SKILLS

NMR • GC-MS • UV-VIS Spectrophotometers • Evaporator (e-gun & thermal) • Cyclic Voltammetry • Plasma Etcher

### CO-CURRICULAR ACTIVITIES

- Member, Mudders Organizing for Sustainability Solutions 20xx–Present
- Participant, Claremont-Mudd-Scripps Tennis Team 20xx
- Treasurer, South Residence Hall 20xx

Boldface your name among publication authors.



If the work is in progress or submitted, make that clear.

## Resume Sample – Computer Science

Save space by putting your name and contact information on one line.



**AL GORITHM** | 340 E. Foothill Blvd. | Claremont, CA 91711 | al\_gorithm@g.hmc.edu | 985.451.0507

### EDUCATION

B.S., Computer Science; Concentration in Economics  
Harvey Mudd College, Claremont, CA, Expected, May 20xx  
Dean's List, Spring 20xx

### Relevant Coursework

Computer Systems Performance Analysis; Financial Markets & Modeling (in progress); Software Development; Algorithms; Programming Languages; Financial Economics; Introduction to Probability and Statistics; Differential Equations; Fiscal and Monetary Policy

Place skills most relevant where they can be seen quickly.



### COMPUTER SKILLS

Programming: C/C++, Java, Python, Ruby, PHP, HTML, JavaScript, SML, Haskell  
Software: R (for statistical computing), Excel

### CLINIC EXPERIENCE

Sandia National Labs, Harvey Mudd College, Claremont, CA 9/xx–Present  

- Simulate I/O Node of Supercomputer
- Design validation framework to validate the accuracy of the simulation

### WORK EXPERIENCE

**Student Webmaster**, Harvey Mudd College, Claremont, CA 9/xx–Present  

- Secure, update and maintain Harvey Mudd College's website using Linux, Apache, MySQL and Perl/PHP

**Software Developer**, Brown Environmental Center, Claremont Graduate University, Claremont, CA 5/xx–8/xx  

- Designed and developed software for keyword/phrase search in text documents
- Implemented software as separate module using Java for easy integration with the Center's existing software

**Researcher**, Computer Science Department, Claremont, CA 6/xx–8/xx  

- Developed non-invasive wireless sensor network as part of a five-person team
- Wrote external temperature and humidity sensor drivers in C
- Tested network by deploying it in a local lizard habitat

**Tutor and Grader**, Computer Science Department, Claremont, CA 1/xx–5/xx  

- Tutored juniors; graded assignments for course on data structures and program development in C++

Employers like to see leadership skills as well as teamwork examples.



### LEADERSHIP EXPERIENCE

**Member**, Mudder Investment Fund 9/xx–Present  

- Manage a \$50,000+ portfolio of securities (stocks and ETFs)

**Founder and Editor-in-Chief**, Mudd Online (hmc.edu/muddonline) 9/xx–3/xx  

- Established student-run e-newspaper; built website; hired and supervised student writers

**Mentor**, Harvey Mudd College Summer Institute 5/xx–8/xx  

- Mentored 30 incoming students; organized events and trips for the students over a two-week period to ease transition into college

## Resume Sample – Engineering

Enlarging your name helps it stand out.



**MACK MUDDY** / m.muddy@g.hmc.edu

Claremont, CA 91711 • 925.202.6700

### EDUCATION

Harvey Mudd College, Claremont, CA  
B.S., Engineering

Expected, May 20xx

### Relevant Coursework

Optimization Techniques • Systems Simulation • Advanced Systems Eng. • Experimental Eng. • Dynamics of Rigid Bodies • Structural Mechanics • Fluid Mechanics • Digital Electronics • Circuits • Principles of Computer Science

### Skills

Programming Languages: Matlab, Simulink, Labview, Python • In progress: Java, Racket (Scheme), Prolog, JFlap  
Software: Comsol, SolidWorks, Origin • Verilog • Rapid Prototyping

### Honors and Awards

Tau Beta Pi Engineering Honor Society  
Hubie & Pattie Clark Summer Research Fellow

1/xx–Present  
5/xx–8/xx

Highlight projects.



### CLINIC PROJECTS

**Sandia National Laboratories**, Harvey Mudd College

9/xx–Present

*Industry-sponsored project to deliver a functional cleaning robot for the Z-Accelerator | five-person team*

- Designing detailed CAD models of assembly using SolidWorks, chief designer
- Machining a prototype using rapid prototyping techniques; acting as machine-shop proctor

**Optivus Proton Therapy**, Harvey Mudd College

9/xx–12/xx

*Industry-sponsored project to deliver a tool for precise x-ray alignment | four-person team*

- Optimized designs based on deflection and stress analysis in Comsol with SolidWorks models
- Led exploration of optical-and laser-based alignment techniques and high precision actuation
- Wrote mid-year report; presented findings to company liaison and four engineers

### LEADERSHIP EXPERIENCE

**Underwater Robotics Club**, Harvey Mudd College

9/xx–Present

*Club competing in the Marine Advanced Technology Education Center ROV Competition*

- Founder and manager of a club of 15 members with a \$13,000 budget
- Implementing closed-loop feedback control of the submersible in Simulink
- Created and constructed the electronic systems and chassis in SolidWorks
- Developing and testing multiple techniques for waterproofing electronic enclosures

### RESEARCH EXPERIENCE

**Department of Engineering**, Harvey Mudd College

9/xx–Present

*Investigating the three-dimensional morphology of microbands in plastically deformed crystalline metals*

- Reconstructing and segmenting large three-dimensional data sets using MATLAB
- Optimizing the run time and memory usage of a Fast Multiscale Clustering algorithm tenfold
- Developing a MATLAB script to visualize the orientation and other features of microbands

**National Institute of Standards and Technology**, Gaithersburg, MD

9/xx–12/xx

*Investigated the magnetic properties of Germanium doping in alloys for SRAM application*

- Developed an adaptable multi-purpose Labview program for controlling 6+ laboratory devices allowing rapid reconfiguration of experiments and automated data collection
- Conducted experiments to verify resistivity of microscopic samples of various parameters

Include your publications, especially for research positions.



### PUBLICATIONS

**Abstract/Presenter:** "Subgrain Boundary Identification in 3D EBSD Data through Fast Multiscale Clustering,"

**Muddy, M.**, Allen, S., Silva, J., Bassman, L. Int'l Conference on 3D Materials Science, June 20XX

**Poster/Presenter:** "3D Reconstruction and Analysis of Microband Boundaries in FCC Metals," George, T.,

**Muddy, M.**, Tan, B., Bassman, L. The Minerals, Metals & Materials Society Conference, 20XX

**Publication:** "Enhanced magnetization drift velocity and current polarization in (CoFe)<sub>1-x</sub>Gex alloys" Tao, R., and **Muddy, M.**, 9/xx–12/xx

## Resume Sample – Mathematics

### Polly Gonn

Claremont, CA 91711 • pgonn@yahoo.com • 909.424.6817

#### EDUCATION

Harvey Mudd College, Claremont, CA  
Bachelor of Science, Mathematics and Economics May 20xx  
GPA: 3.45 Dean's List—Spring 20xx, Fall 20xx

Put study abroad under education.



#### Study Abroad

Macquarie University, Sydney, Australia, Spring 20xx  
Program focused on mathematics

#### Honors and Awards

Corporate Scholars Program, Fall 2021–Spring 2023  
National Merit Award, 20xx

Using caps and lowercase bold type helps call attention to the important elements in your resume.



#### RELATED EXPERIENCE

**Board Member**, Entreprenudders, Harvey Mudd College, Claremont, CA 2/xx–Present  
• Selected as one of 10 members to participate on a board that actively manages assets of over \$100,000.  
• Chose several stocks over the last fiscal year that increased approximately 80 percent since May 20xx.

**Senior Financial Analyst Intern**, Morgan Stanley, Arcadia, CA 5/xx–8/xx  
• Cultivated over 200 prospects for follow-up by senior financial advisors.  
• Prepared month-end reports for review by department head, which resulted in increased flow of information to management.  
• Only intern elevated to the rank of Senior Financial Analyst Intern; earned \$1,000 bonus in addition to standard intern stipend.

**Marketing/Public Relations Analyst Intern**, The Carlyle Group, Washington, D.C. 5/xx–8/xx  
• Significantly increased media contacts reporting on private equity deals done by Carlyle; wrote press releases; fielded journalist queries.  
• Conducted extensive research on private equity markets, competitors and customers through leveraging statistics and Internet searches.  
• Participated in restructuring of company's marketing strategy; proposed a re-evaluation of approaching media relations; observed company valuation and negotiations for investments from venture capital firms and partners.

**Financial Advisory Intern**, UPS Financial Services Inc., Newport Beach, CA 5/xx–8/xx  
• Built and maintained relationships with potential customers.  
• Observed company valuations as well as analyses of accretion/dilution, liquidity and pro-forma financial statements; circulated and analyzed different transaction and market comparables.

#### LEADERSHIP EXPERIENCE

**President**, Entreprenudders, Harvey Mudd College, Claremont, CA 9/xx–Present  
• Set agenda for meetings and lead proceedings; direct Steering Committee in planning future events; work with area business professionals to make presentations.  
• Recruit new members.

#### SKILLS

Proficient in Microsoft Word, Excel and PowerPoint.

#### INTERESTS

Enjoy basketball, golf, tennis and designing layouts for model trains. Hang glide and wind surf.

If you want to fill up the page, you can add interests.



## Resume Sample – Physics

Avoid using trendy typefaces.



**P. ROB LEMSET**

prlemset@g.hmc.edu | 808.988.1750

### EDUCATION

B.S., Physics  
Harvey Mudd College, Claremont, CA  
GPA: 3.71

Expected, May 20xx

### Relevant Courses

**In Progress:** Microprocessor-based Systems; Electromagnetic Fields  
**Completed:** Numerical Analysis; Scientific Computing; Statistical Mechanics; Quantum Mechanics; Theoretical Mechanics; Optics Laboratory

### Honors and Awards

Dean's List Fall 20xx, Spring 20xx, Spring 20xx, Fall 20xx, Spring 20xx  
National Merit Finalist 20xx  
AP Scholar with Distinction 20xx

### SKILLS

**Programming Languages:** Verilog, Java, C++  
**Software:** Microsoft Office, MATLAB, Maple, Mathematica, Xilinx, Geant4

### CLINIC PROJECT EXPERIENCE

**Lawrence Livermore National Laboratory**, Physics Clinic, Claremont, CA 9/xx–Present  

- Leading a five-person team at Harvey Mudd College
- Characterizing Lawrence Livermore's present muon veto paddle design
- Analyzing computer models to create an improved design

**Southern California Edison**, Engineering Clinic, Claremont, CA 5/xx–8/xx  

- Collaborated with a team of five undergraduate students, two company liaisons, and a faculty advisor to improve Southern California Edison's operations
- Created and verified theory for parasitically extracting power
- Constructed a proof of concept and presented findings to ten technical team members

### WORK EXPERIENCE

**Grader/Tutor**, Department of Mathematics, Claremont, CA 9/xx–Present  

- Grading the Numerical Analysis class at Harvey Mudd College
- Tutoring students in Advanced Linear Algebra, on a weekly basis
- Helping students prepare for exams and homework assignments by going over concepts in numerical analysis, linear algebra, and advanced matrices
- Meet with professors biweekly to discuss concepts and ensure grading is in line with their standards

**Research Intern**, Stanford University, Stanford, CA 8/xx–12/xx  

- Developed optimized process for particle clearing and trapping using optically-mediated Airy beams
- Wrote LabVIEW program with user interface that controlled experimental parameters
- Conducted experiments using program, and employed MATLAB for data analysis; results showed that Airy beams successfully manipulated micro-particles

**Algorithm Developer**, NovaSol, Honolulu, HI 5/xx–8/xx  

- Created algorithms to co-register hyperspectral and panchromatic images
- Researched and designed feature extraction methods
- Constructed an end-to-end system for image classification

You can list courses you are currently taking by adding "in progress."



Be consistent with date formatting: month/year or season/year, not both.





## Resume Sample—Joint Major

Include an emphasis, e.g., Environmental Studies, or an off-campus major (if applicable).



Use numbers and percentages, when possible, to describe your accomplishments.



### HAROLD MUDDÉ

Claremont, CA 91711 • 909.641.1297 • hmudde@yahoo.com

#### EDUCATION

Harvey Mudd College, Claremont, CA  
B.S., Joint Major in Biology and Chemistry—Expected, May 20xx.  
Cumulative GPA 3.3; Major 3.5

#### Upper-Division Coursework

Plant Chromatin Domains; Molecular Biology; Genetics; Virology; Chemical Biology; Animal Development; Plant Growth and Development; Ethics in Medicine; Cellular Biology; Immunology; Microbiology

#### Honors and Awards

National Science Fellow, 20xx  
Dean's List, 20xx–20xx

#### TECHNIQUES AND METHODOLOGIES

Plasmid DNA Isolation; preparation of Agarose and SDS gel electrophoresis; Immuno-precipitation; sterile technique; myoblast and fibroblast tissue culture; lambda phage and plasmid purification restriction and mapping; bacterial sub-cloning and transformation; determination of rate of protein synthesis in vivo through radioactive markers

#### COMPUTER SKILLS

Proficient in Word, PowerPoint and Excel. Familiar with Access.

#### PUBLICATIONS

"Finding of Plasmid DNA Isolation," White, J.B., Brown, T.D., **Mudde, H.** *American Medical Journal*, April 20xx.

#### PROFESSIONAL PRESENTATION

National Southern California Undergraduate Research Conference, Los Angeles, CA 9/xx–12xx  
• Invited to present paper on Plasmid DNA Isolation at prestigious conference at the University of California, Los Angeles along with 500 other students.

#### RELATED EXPERIENCE

**Lab Assistant**, Sungeno Technologies, San Jose, CA 5/xx–8/xx  
• Prepared genetic markers to screen inheritable traits in corn lines; prepared southern blots.  
• Analyzed through restriction fragment length polymorphism (RFLP) techniques.  
• Performed over 2,000 genomic corn DNA preps; transferred preps to nylon membrane.

#### ACTIVITIES

**Volunteer**, American Red Cross, Los Angeles, CA 1/xx–5/xx  
**Adult Volunteer**, Huntington Hospital, Pasadena, CA 9/xx–5/xx