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.

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

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

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.

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

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.

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.

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.

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

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
Arbitrat
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
Interview
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

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.
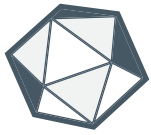
Expert

- 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
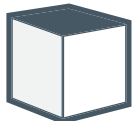
Beginner/Novice

- 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

EDUCATION
Harvey Mudd College, Claremont, CA   Expected May 20xx
B.S., Engineering

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   June 20xx
GPA 3.97
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: Mandarian (fluent); Cantonese (conversational)

WORK EXPERIENCE
Tutor, National Honor Society, San Gabriel, CA   September 20xx–May 20xx
• 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

Research Intern, California Institute of Technology, Pasadena, CA   June 20xx–August 20xx
• Operated X equipment to calibrate a laser detector for proper measurement
• Collaborated with 2 interns and presented reports to research group

VOLUNTEER EXPERIENCE
Summer Reading Program Volunteer, Hastings, Pasadena, CA   May–August 20xx and 20xx
• Set-up and managed registration and prize distribution table
• Helped organize special seasonal events for library

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).

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.

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.

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

• "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

Resume Sample—Chemistry

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

→

STUDEE S. MUDDER
ssmudder@g.hmc.edu • Claremont, CA • 415.555.4321

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,   5/xx–8/xx
Claremont Graduate University, Claremont, CA
• 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 Protyping

Honors and Awards
Tau Beta Pi Engineering Honor Society   1/xx–Present
Hubie & Pattie Clark Summer Research Fellow   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 though 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)1-xGex alloys" Tao, R.,
and **Muddy, M.**, 9/xx–12/xx

Resume Sample—Mathematics

Put study abrod under education. →

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

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

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

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

RELATED EXPERIENCE
Board Member, Entrepremudders, 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, Entrepremudders, 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.

Resume Sample—Physics

Avoid using trendy typefaces. →

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

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

P. ROB LEMSET

prlemset@g.hmc.edu | 808.988.1750

EDUCATION
B.S., Physics
Harvey Mudd College, Claremont, CA   Expected, May 20xx
GPA: 3.71

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

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 MUDDE
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