

should not include personal pronouns (e.g., "I supervised and trained two employees" should be "supervised and trained two employees.")

- Use action verbs to describe your achievements and results; refer to the examples and lists at the end of this section.
- Avoid using slang or trite expressions.

PROOFREAD IT

- Use the spell checker on your computer, but don't rely on it.
- Read for spelling and grammatical errors (e.g., know and now, to and too). Such errors are the #1 reason why a resume is thrown out.
- Have your resume reviewed by the Career Center

career counselors, friends, family members, faculty, and staff.

DO NOT INCLUDE

- Personal information such as age, height, weight, sex, health status, or personal photo.
- Names of references or salary history.
- Falsified or inflated information.

COMMON CONCERNS

I've never had any work experience, so how do I write a resume?
If this sounds like you, create an effective resume by highlighting your academic experiences and achievements. Pay special attention to the additional subcategories under

WANT SOME ADVICE REGARDING EACH RESUME SECTION?

Michelle Freshman
mfreshman@aol.com

Current Address:
3000 Cabrillo Avenue
Santa Clara, CA 95051
(408) 554-4000

Permanent Address:
11690 Sahalee Drive
Minden, NV 98053
(425) 888-3000

ADVICE: Consider listing both current and permanent addresses just in case you're home on vacation or the employer is unable to reliably reach you at your current address. Include a professional e-mail address and check regularly.

OBJECTIVE: An internship in the computer engineering field

ADVICE: Keep it short and sweet. The objective gives employers a general idea about what type of position you're looking for. They then read your resume looking for experience/skills that will support your objective. State the type of position that you're looking for such as an internship or entry-level position. If you know the functional role (Marketing Specialist) that you'd like to play and what industry you'd like to work in (computer industry), state those as well. For career fairs, if you're in the exploratory stage, you might want to leave off an objective.

SKILLS HIGHLIGHTS: **Computer:** Windows 98/NT and Unix operating systems, Java language, Microsoft Word, Excel and PowerPoint, Auto Cad, Adobe Illustrator
Language: Semi-fluent in Spanish and Italian
Additional: Team player, organized, problem solver, and excellent communicator

ADVICE: For undergraduate students, this is a chance to highlight computer, language, and transferable skills and personal traits. (Graduate and more experienced professionals should have a Summary of Qualifications section instead.) Bring these skills to the forefront of your resume if appropriate for the job you're seeking, to help employers easily recognize them and to make sure they're scanned into an employer's system.

EDUCATION: **Santa Clara University**, Santa Clara, CA
Bachelor of Science in Computer Engineering, June 2003
GPA: 3.80
Honors and Awards: Dean's list 1999, Engineering Dean's Scholarship

Relevant Coursework: Programming in Java, Data Structures and Abstraction, Logic Design

ADVICE: This section should be at the top of your resume if you're an undergraduate student. It should be at the top for graduate students if it's directly related to the area of work you are trying to break into. Typically, GPA can be added if it is 3.0 or higher. Choose the higher of the two GPAs, cumulative or major. Don't forget to add your Study Abroad experience to this section. Class projects could also be listed here as a subset, such as "Projects," if you used/developed skills and experiences that are directly relevant to your Objective.

EXPERIENCE: Bently Nevada Corporation, Minden, NV Summer & Winter 1999
Engineering Intern

- Managed operation of the Surface Mount stockroom
- Achieved the best accuracy of the work center at 96.63%

ADVICE: Use present tense for a job that you're currently doing; use past tense for all other descriptions. Bold either the company/organization or job title. Arrange work dates on the right-hand side. Accomplishment statements should be powerful and succinct while demonstrating your skill and the end result. Quantify your results whenever possible by adding numbers and/or percentages. Always begin accomplishment statements with action verbs.

ACTIVITIES: *Member, Society of Women Engineers*
Volunteer, Community Impact

ADVICE: For each activity listed, follow a consistent format. Spell out acronyms. If there is an activity that you're involved in, such as a fraternity, and you hold a position with a lot of accomplishments, consider adding that to your Experience section instead.

ADDITIONAL ADVICE: High School should be excluded from the majority of resumes. However, high school data may be included for Freshman or Sophomores who might not have a lot of college activity or work experience thus far. Also, consider listing your high school if you're tapping into an alumnus from that high school or job searching in your hometown area. If you received an award that is not self-explanatory from the title, provide a small explanation in parentheses. Periods may or may not be used after descriptions that follow a bullet. Use semicolons between multiple points made on one bullet. Resume length should generally be one page. If needed, decrease margins from 1 inch to ¾ inch or ½ inch on all sides.

the Education section. Resume subcategories include: Relevant Coursework, Projects, Lab Experience, Honors/Awards, and Senior Thesis. This will be the focus of your resume rather than a traditional "Experience" section. Don't underestimate the value of your educational experience. Your degree and related coursework are important qualifications that meet the requirements for most entry-level professional positions.

I haven't worked because I've been so busy with my on-campus activities!
Great! These activities count! In fact, most of our On-Campus Interview program recruiters tell us they look favorably on extra-curricular experiences. Your resume will focus on your accomplishments and responsibilities in your club or organization. Highlight your contribution and transferable skills. Activities might include: student government, athletics, resident life, campus ministry, student newspaper, academic or cultural clubs, or a sorority or fraternity.

I went to SCU and I have four years of volunteer experience but no REAL experience!
A paycheck is not proof of real experience. Your demonstrated skills and experience as a volunteer count just as much as any paid professional job. Help the reader to understand your responsibilities as well as the impact, results, and contributions you made in the volunteer position(s) you held. Your volunteer experiences can usually be included under the Experience section of the resume.

Both unpaid internships and volunteer experiences, on or off campus, should be included on your resume. Examples of such experiences are: Habitat for Humanity, Big Brother/Big Sister, American Red Cross, Activities Programming Board, Multicultural Center, and Arrupe Center.

ACCOMPLISHMENT STATEMENTS

An accomplishment statement highlights experience you have had in your work where you were successful. It does not have to be a huge accomplishment, but it should show something that you are proud of while demonstrating that you can take action when situations arise. Employers like action-oriented people! An example could be the following:

- Coordinated a Walk for Breast Cancer that raised over \$2K

The accomplishment sentence is effective because it identifies the situation (Breast Cancer Walk), describes an action (coordinated), and describes a quantifiable result (raised over \$2K).

To write an effective accomplishment statement, consider these phases: PROBLEM, ACTION, and RESULT (PAR).

1. **PROBLEM or SITUATION:** Identify the problem or situation that needed to be improved.
2. **ACTION:** Describe the action you took and what skills you used. (SEE LIST OF ACTION VERBS).
3. **RESULT:** Describe the result. Whenever possible, quantify your result with a number.

Examples of other accomplishment statements:

- Designed a homepage and electronic mail distribution list to make information on upcoming events more accessible; efforts resulted in a 20% increase in member participation at club events.
- Managed retail outlet and increased sales volume by 25% in first six months through promotions and marketing.
- Began as Sales Associate and was promoted to Assistant Manager after five months.

Action Verbs			
COMMUNICATION	facilitated familiarized guided motivated referred rehabilitated represented	developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reorganized reviewed scheduled strengthened supervised	CLERICAL OR DETAIL approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systemized tabulated validated
addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	TEACHING adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated facilitated guided informed instructed persuaded set goals stimulated trained	CREATIVE acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	ACCOMPLISHMENT revised scheduled achieved improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed
RESEARCH	FINANCIAL		
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	TECHNICAL assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	
HELPING	MANAGEMENT		
assessed assisted clarified coached counseled demonstrated diagnosed educated expedited	administered analyzed assigned attained chaired consolidated contracted coordinated delegated		

REFERENCES

Think carefully and strategically about who you ask to speak to a potential employer on your behalf. You should feel confident that your references would speak of your performance in glowing terms.

A list of references consists of three to five people who will give a potential employer excellent reviews of your past performance. Your reference list is a supplement to your resume, but do not send it with the resume unless requested to do so. When an employer asks for references, he or she may be seriously considering you for a position. (You do not need to put "References Upon Request" on your resume.)

A reference may come from a favorite professor in whose class you excelled, a university staff member who has mentored you, a current or previous work supervisor, and/or a coworker who has experienced what it is like to work with you on a school or volunteer project.

Each reference on your list includes the following:

1. Mr./ Ms. Name of reference, Title
2. Company/Organization
3. Street Address
4. City, State, Zip Code
5. Phone Number
6. E-mail
7. Add a brief description of the relationship to you and in what capacity he/she would be able to speak to your relevant past performance.

Example of reference:

Mr. Andy Smith, Director of Customer Support
Austin Smith Corporation
1000 Sharp Street
Austin, TX 50666
(215) 555-9388
austin@smith.com

Mr. Smith was my direct supervisor at Austin Smith Corporation. He can attest to my customer service skills and interest in continuous learning.

Be sure to keep in touch with your references regularly throughout the job search process. Let them know what type of position you're aiming for as well as the organizations you are considering. Help them think through what they should highlight about your skills and accomplishments so that it's clear that you meet the qualifications for the job you're trying to land.

Finally, after you've signed the offer letter for that important job, don't forget to let your references know of your success and be sure to thank them profusely! References play a critical role in all successful job searches.

ELECTRONIC RESUMES

As a 21st century job seeker, you must have an electronic resume ready to send at the click of a mouse. While not all industries rely upon electronic methods to conduct a search, the majority *do* rely upon e-mail, web-forms, and scanning systems to help manage their searches.

Below are the steps to follow when translating your resume from a word-processed one to an electronic resume:

STEP ONE: In your word-processed (Word, WordPerfect, etc.) document, prepare it for saving as text:

1. Remove any fancy designing, such as lines or boxes, bold, italics, or underlining.
2. Change the font to a terminal-type font with proportional spacing such as Courier, size 10 or 12 point.
3. Change the margins of your document to prepare it to fit within the smaller, electronic space: Left margin = 1 inch; Right margin = 3 inches.
4. Save your newly formatted document. Choose "Save As" and change the type to "Text only with Line Breaks." A warning box may come up that informs you that you will lose some formatting. Click "OK" or "Yes."

STEP TWO: Open up your text document in a Text Editor and clean it up:

1. Launch Notepad (PC) or SimpleText (Mac) and open your re-formatted text resume.
2. You'll notice your resume looks very simple, and it probably needs some cleaning up.
3. Move any items that you may have had centered to the left margin. All text should be flush left.
4. Consider making a line that is 60 characters long of equal signs (=), plus signs (+), or asterisks (*) at the top of your resume under your name and address section. Use this to base the width of your text on the right margin. Your text lines should be no longer than 60 characters across.
5. Indicate the end of a line (no longer than 60 characters) by hitting the "Return" or "Enter" key.
6. When inserting hard returns, be sure not to separate words or phrases that a scanning system needs to read as one unit. Some examples are "team leader" or "five years experience in accounting" or "analog computer."

7. Do not use TABS. In fact, remove any tabs that you can see that are moving your text away from being flush left. Create spaces by using your space bar.
8. As you scroll through your document, replace any bullets that you may have had with asterisks (*).
9. Any items that you may have previously had bolded or italicized, you might consider capitalizing (ALL CAPS).
10. Build in white space by returning one or two times in between sections.
11. Use equal signs (=), plus signs (+), or asterisks (*) to decorate your text resume.

STEP THREE: Make sure your resume is e-friendly:

1. Practice sending your resume via e-mail to yourself and to a friend who uses a different internet provider than you to make sure you've completely cleaned it up and it looks professional.
2. To send: Copy your newly formatted text version of your resume into the body of an e-mail (the preferred method rather than attaching the document) and send it to a friend who can print it out for you.
3. Make any adjustments to your text-version e-mail and then you're ready for it to be e-mailed to potential employers and submitted through online web-forms.
4. Most importantly, your resume should not be sent as an attachment only (unless otherwise instructed by the employer). Rather, it should be properly formatted as a text document and pasted into the body of the e-mail or pasted onto a web-form.

Example of a properly formatted electronic cover letter and resume:

Dear Ms. Goulart:

I read with interest your recent job posting on BroncoTrak for an entry-level electrical engineer. From what I know about your company and the unprecedented work that you do in the telecommunications industry I feel confident that I can bring skills and leadership to the position.

As you can see from my attached resume, I am graduating this June with my Bachelor of Science in Electrical Engineering from Santa Clara University. Not only have I gained tremendous experience and exposure to the field of electrical engineering, I've also received hands-on training through various engineering projects. I've also coupled my educational learning in a co-operative training experience by working during my senior year of school at Varian Associates. At Varian I have been able to solidify my classroom experience and put them to use in the real world.

In addition to the technical skills that I would bring to your organization, I am a natural leader. I've held two leadership positions in various school-affiliated organizations. Specifically, in my role as President of Tau Beta Pi we organized an event that raised \$3K for our operating budget. Our team efforts and my leadership abilities contributed to this successful effort. I'd like to continue putting to use my leadership abilities and technical expertise in the field of electrical engineering for your highly reputable company.

I would welcome the opportunity to meet with you in person or to speak with you over the phone. In the meantime, I thank you for your time and interest and I hope to hear from you soon.

Sincerely,
Cynthia Senior

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CYNTHIA MARIA SENIOR

445679 Monroe Street
Santa Clara, CA 95050
(408) 553-xxxx
Email: csenior@xxx.com

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**** OBJECTIVE ****

An electrical engineering position in the
Telecommunications Industry

**** SKILL HIGHLIGHTS ****

EQUIPMENT AND DESIGN TOOLS: HP Logic Analyzer, HP and Tektronix 2201 Oscilloscope, Micro-Cap III, Spice Simulators, Modulation Domain Analyzer, Spectrum Analyzer, Transistor Curve Tracer, Intel SDK-85, Design Capture System, Leader LFGL3005 Function Generator, XC4000 Field Programmable Gate Array

COMPUTER:

Hardware: IBM PC, HP 9000, Macintosh, VAX-8650 and 1170, SUN
Operating Systems: UNIX, VMS, OS-2
Languages: C, C+, C++, FORTRAN, CUPL, ABEL, Assembly, Pascal
Software: AutoCAD, DBASE IV, LOTUS 1-2-3, ME10, Pspice, MicrocapIV, Windows 2000

**** EDUCATION ****

Santa Clara University, Santa Clara, CA
Bachelor of Science in Electrical Engineering
June 2001
Major GPA: 3.89 Overall GPA: 3.65

HONORS AND AWARDS: University Honors Program;
Dean's List 1998-2001; Tau Beta Pi

Durham University, Durham, England
STUDIES ABROAD PROGRAM, Santa Clara University,
Spring Quarter 1999

RELATED COURSEWORK: Electronic Circuits, Digital Logic Design, Semiconductor Theory, Electromagnetics, Linear Systems, Electric Circuits, Machine Organization and Programming, Introduction to Microprocessor Design and VLSI Design, Digital Signal Processing, Advanced Logic Design

**** PROJECTS ****

Senior Project: Designed and developed a model Electrical Impedance Tomography system useful for noninvasive body imaging

**** EXPERIENCE ****

Varian Associates, Palo Alto, CA
2000-Present
CO-OP ENGINEER

- * Participate in the on-going design of radiation therapy machine with goal of shortened treatment
- * Research, build, and evaluate logic circuits; perform tests to assist project manager in improving original prototype designs
- * Prepare documents, review schematics, and provide support for Drafting Department to enable managers to make more informed decisions

Fry's Electronics, Campbell, CA
Fall 2000-Present
SENIOR TECHNICIAN

- * Supervise system integration: provide quality control and on-site service with a high level of customer service
- * Repair and diagnose IBM and compatibles, Macintosh computers, and laser printers
- * Perform hardware (1/0) and software installation and setup
- * Diagnose MFM-, RLL-, ESDI-, SCSI-interfaced controllers

Santa Clara University, Santa Clara, CA
1998-1999
LAB ASSISTANT, Academic Computing Center

- * Provided services to 200+ daily users with hardware and software usage
- * Maintained hardware and software
- * Maintained Epson and HP Laserjet IIIsi printers

**** ACTIVITIES ****

Treasurer: National Society of Black Engineers
President: Tau Beta Pi

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MARK SOBRATO

1875 Los Alamo Drive, Apt. 404
Santa Clara, CA 95050
(408) 553-xxxx
msobrato@xyz.com

OBJECTIVE A management training position including project coordination and customer service

SKILL HIGHLIGHTS
Computer Skills: Windows 98 and Mac OS; Lotus 1-2-3, Word, Excel, PageMaker
Languages: Fluent in spoken and written Italian
Additional: Creative, organized, excellent communicator and proven leader

EDUCATION
Santa Clara University, Santa Clara, CA
Bachelor of Science in Commerce, June 20xx
Major: Marketing Minor: Italian
Major GPA: 3.14 Minor GPA: 3.65
Honors and Awards: University Honors Program, 19xx

University of Rome, Rome, Italy
Studies Abroad Program, Santa Clara University, Spring Quarter 20xx

Relevant Coursework: Financial and Managerial Accounting, Strategic Management, Organizational Structure and Design, Marketing, Production Management

RELEVANT EXPERIENCE
The Gap Inc., San Jose, CA Summer 20xx
Management Trainee (Internship)

- Improved efficiency within department by setting up and monitoring a sales tracking database.
- Implemented and coordinated activities for product displays, special sales promotions, and annual events that helped to increase sales.
- Managed department of eight employees: trained, scheduled, and delegated; tracked payroll and time sheets.
- Participated in seasonal forecasting and buying merchandise.

Social Presentations Activities, Santa Clara University, Santa Clara, CA 19xx-20xx
Manager of Events

- Provided coordination, promotion, and publicity for entertainment and educational events.
- Designed and developed marketing collaterals resulting in a 20% increase in student attendance.
- Supervised, motivated, and delegated to a volunteer staff of eight students.
- Interacted with campus facilities, student clubs, faculty, and Dean of Students office.
- Interfaced and negotiated contracts with performing artists, vendors, and other presenters.

ADDITIONAL EXPERIENCE
The Adobe Lodge, Santa Clara University, Santa Clara, CA Fall 20xx-Present
Waitperson

- Provide prompt and courteous service to lunch and dinner clientele.
- Interact with faculty, business, and community visitors from diverse backgrounds.

Caterer

- Coordinate logistics and arrange menus for events of 100 to 150 attendees.

Empire Machine Tool, Inc., Seattle, WA Summer 19xx
Wordprocessor/Office Assistant

- Performed basic word processing and bookkeeping on Macintosh computer.
- Maintained receivable and payable ledgers. Generated month-end spreadsheets.
- Responded to phone inquiries and managed mail distribution.
- Interfaced with vendors and customers.

ACTIVITIES *Pledge Chair:* Alpha Phi Omega; *Officer:* Management Club; *Volunteer:* Special Olympics

ANNA H. SENIOR

21 Washington Street Santa Clara, CA 95051 (408) 554-xxxx annah@xxxx.com

OBJECTIVE Editorial Assistant within the publishing industry

EDUCATION **Santa Clara University**, Santa Clara, CA
Bachelor of Arts Degree in Communication with an emphasis in Print Journalism, June 2006
Minor in Art History
Major GPA: 3.47 Overall GPA: 3.22

Institute of European Studies, Madrid, Spain
Study Abroad Program, Santa Clara University, Fall 2004

Related Coursework: Advanced Composition, Print Editing, Graphic Design,
Creative Writing, Journalism Practicum, and Public Relations

RELEVANT EXPERIENCE **Antiques & Fine Art Magazine**, San Jose, CA January 2006-Present
Assistant Editor Intern

- Write and edit articles for *Inside Antiques & Fine Art*, the company newsletter for distribution to 150 employees
- Research and compile report for national calendar of museum events
- Assist with additional editorial projects

Amdahl Corporation, Sunnyvale, CA June 2005-August 2005
Employee Communications Intern

- Wrote and edited bi-weekly company newsletter for headquarters' staff of 6,000
- Researched and wrote newsbrief and feature articles for internal magazine, *Update*
- Contributed to improved communication among co-workers by coordinating and promoting annual employee photography contest

Santa Clara University, Santa Clara, CA April 2004-June 2005
Editor-in-Chief, *Santa Clara Review*

- Managed operations and administration of student-run literary and art magazine
- Edited and selected poetry and prose; selected art and photography
- Hired, trained, and directed 30-person staff
- Supervised advertising, production, printing, typesetting, and distribution
- Controlled \$30K budget for magazine with a potential circulation of 10,000

Arts and Entertainment Editor, *The Santa Clara*

- Wrote movie, theater, and restaurant reviews for the weekly student-run newspaper
- Improved quality of section by expanding calendar of events and increasing graphics
- Supervised design and production of section; selected and edited articles

ADDITIONAL EXPERIENCE **Wells Fargo Bank**, Santa Clara, CA June 2003-August 2005
Flex Schedule Teller

- Assisted customers with financial banking transactions
- Validated and retrieved customer account information using computer

ACTIVITIES Graphic Artist, Activities Programming Board (APB)
Member, Women in Communication, Inc.
Volunteer, Santa Clara Community Action Program (SCCAP)

SPECIAL SKILLS *Computer Skills:* Word 98, Excel, PowerPoint, Publisher
Foreign Languages: Conversational ability in Spanish

Cynthia Maria Senior
cwilliams@xxx.com

Current Address:
445679 Monroe St.
Santa Clara, CA 95050
(408) 553-xxxx

Permanent Address:
1234 Kelly Lane
Seattle, WA 97863
(808) 445-xxxx

OBJECTIVE An electrical engineering position in the Telecommunications Industry

SKILL **Equipment and Design Tools:** HP Logic Analyzer, HP and Tektronix 2201 Oscilloscope, Micro-Cap III.

HIGHLIGHTS Spice Simulators, Modulation Domain Analyzer, Spectrum Analyzer, Transistor Curve Tracer, Intel SDK-85, Design Capture System, Leader LFG13005 Function Generator, XC4000 Field Programmable Gate Array

Computer: *Hardware:* IBM PC, HP 9000, Macintosh, VAX-8650 and 1170, SUN
Operating Systems: UNIX, VMS, OS-2
Languages: C, C++, FORTRAN, CUIPL, ABEL, Assembly, Pascal
Software: AutoCAD, DBASE IV, LOTUS 1-2-3, ME10, Pspice, MicrocapIV, Windows 98

Additional: Detail oriented, analytical, problem solver and team player

EDUCATION **Santa Clara University, Santa Clara, CA**
Bachelor of Science in Electrical Engineering, June 2001
Major GPA: 3.89 Overall GPA: 3.65
Honors and Awards: University Honors Program; Dean's List 19XX-CXX, Tau Beta Pi

Durham University, Durham, England
Studies Abroad Program, Santa Clara University, Spring Quarter 1999

Related Coursework: Electronic Circuits, Digital Logic Design, Semiconductor Theory, Electromagnetics, Linear Systems, Electric Circuits, Machine Organization and Programming, Introduction to Microprocessor Design and VLSI Design, Digital Signal Processing, Advanced Logic Design

PROJECTS *Senior Project:* Designed and developed a model Electrical Impedance Tomography system useful for noninvasive body imaging

EXPERIENCE **Varian Associates, Palo Alto, CA** Summer 20xx-
Present
Co-op Engineer

- Participate in on-going design of radiation therapy machine with goal of shortened treatment
- Research, build, and evaluate logic circuits; perform test to assist project manager in improving original prototype designs
- Prepare documents, review schematics, and provide support for Drafting Department to enable managers to make more informed decisions

Fry's Electronics, Campbell, CA Fall 20xx-Present
Senior Technician

- Supervise system integration: provide quality control and on-site service with a high level of customer service
 - Repair and diagnose IBM and compatibles, Macintosh computers, and laser printers
 - Perform hardware (I/O) and software installation and setup
 - Diagnose MFM, RLL, ESDI, and SCSI interfaced controllers

Santa Clara University, Santa Clara, CA 1998-1999
Lab Assistant, Academic Computing Center

- Provided services to 200+ daily users with hardware and software needs
- Maintained hardware and software; maintained Epson and HP Laserjet IIIsi printers

ACTIVITIES *Treasurer:* National Society of Black Engineers; *President:* Tau Beta Pi

SUSAN WONG

12345 Main Street, Santa Clara, CA 95053
(408) 551-12XX, swong@XXX.com

OBJECTIVE An entry-level position in bioscience laboratory environment applying proven skills in laboratory research and investigation

EDUCATION Santa Clara University, Santa Clara, CA
Bachelor of Science in Biology, Minor in Chemistry, June 20XX
Major GPA: 3.42 Minor GPA: 3.21 Overall GPA: 3.14
Honors and Awards: Dean's List 1999, 2000

Related Coursework: Plant Chromatin Domains, Molecular Biology, Genetics, Virology, Chemical Biology, Animal Development, Plant Growth and Development, Biochemistry, Organic Chemistry, Quantitative Analysis, Ethics in Medicine, Cellular Biology, Immunology, Microbiology

Techniques and Methodologies: Plasmid DNA isolation, preparation of Agarose and SDS gel electrophoresis, immunoprecipitation, sterile technique, myoblast and fibroblast tissue culture, lambda phage and plasmid purification restriction and mapping, bacterial subcloning and transformation, determination of rate of protein synthesis in vivo through radioactive markers

Computers: IBM PC, Excel, StatCom, WordPerfect, Lotus 1-2-3, Microsoft Word

LABORATORY AND FIELD PROJECTS Biology Department, Santa Clara University, Santa Clara, CA
Independent Research, Plant Chromatin Domains Winter 20XX

- Screened a library of lambda phage containing a sequence that could transform yeast to replicate autonomously.
- Prepared and isolated DNA from recombinant bacteriophage and constructed restriction maps.
- Performed southern blot analysis on lambda phage: determined percentage of homology within various clones.

RELATED EXPERIENCE Sungene Technologies, San Jose, CA Summers 19XX, 20XX
Lab Assistant

- 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.

OTHER EXPERIENCE Santa Clara University, Santa Clara, CA Fall 20XX - present
Caterer, Faculty Club

- Provide prompt and courteous service to clientele; interact with faculty, business, and community visitors from diverse cultural, professional, and ethnic backgrounds.

Pathology Laboratories, Los Gatos, CA Summer 19XX
Office Assistant

- Managed patient records on medical data base; processed files.
- Interacted with physicians, lab staff, and patients.
- Performed extensive data entry; scheduled appointments and referred phone inquiries to appropriate staff.

ACTIVITIES *Treasurer:* Chemistry Club; *President:* Mendel Society; *Volunteer:* American Red Cross; *Adult Volunteer:* San Jose Medical Center; *Participant:* Intramural volleyball and softball

Special Thanks to our Partner in Leadership



Agilent Technologies