

# Resume Template with Notes

- Name is most prominent
- One phone number
- Professional email address

- Usually not longer than one page
- Margins at least .75 inches
- 10-14 point font size
- Keep resume simple, with minimal graphics

**JANE DOE**  
53 Astor Place  
New York, NY 10003  
Tel: 212 353-4350  
E-mail: doe@columbia.edu

- Cooper's full name in bold/caps
- Full name of degree
- Include GPA if above 3.0

Education: **COLUMBIA UNIVERSITY**, New York, NY  
Master of Engineering, Electrical Engineering, Projected May 2007  
Cumulative G.P.A. 3.6 / 4.0

- List only courses that are truly relevant.

Relevant Courses: Engineering Design and Problem Solving, Computer Programming for Engineers, Mechanics, Digital Logic Design, Electromagnetic Phenomena

- Do not be shy about listing project work, both internal & external to Cooper. Can include competitions.

Project Work: Project: A kinetic study of the dimerization of Cyclopentadiene using Raman Spectroscopy Spring 2005

Experience: **COLGATE-PALMOLIVE COMPANY**, Piscataway, NJ  
Summer Intern, Global Supply Chain Summer 2005

- Organization name in bold/caps.
- Include organization name, title, location, dates, and actionable bullets.
- Pay close attention to skills developed and accomplishments.
- Use strong action words to kick off the bullets.
- List in reverse chronological order (most recent first).
- State all instances where you built on your transferable skills, including public speaking, teamwork, or liaising with ranking individuals in the organization. Can include paid, volunteer and intern positions.

- Reevaluated the operation and design of a mixing system in the Oral Care Pilot plant to make the pilot plant process more consistent with the full-scale plant process.
- Determined optimal mixing speeds by analyzing the physical properties of the product, tip speed and power/volume ratios.
- Supervised operators independently in the execution of pilot plant experimentation.
- Exceeded the original project objectives of motor speeds variation by reassessing the mixing system design.

Semester Intern, Global Technology & Quality Spring 2005

- Reformulated products and improved nutritional value, reducing manufacturing costs for company.
- Tested various ingredient levels to increase the long term viscosity of the product, while reducing the processing viscosity.

**COLUMBIA UNIVERSITY**, New York, NY  
Teaching Assistant Summer 2004

- Researched the efficiency of converting acetic acid and methanol to methyl acetate, using a microreacting system.
- Analyzed the yield of methyl acetate through the use of gas chromatography.
- Presented findings to an audience of professors and senior management.
- Oversaw the project operation, supervising nine high school students to ensure project success.
- Laboratory Equipment: Polarimeter, High-Performance Liquid Chromatograph, Gas Chromatograph, Mass Spectrometer, Atomic Absorption Spectrometer.

## Skills:

- Clearly state foreign language, computer, and other relevant technical skills.

Computer Programs: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, MatLab, Visual Basic, AutoCAD

Languages: Fluent in Spanish and conversant in French

## Honors:

- List honors, awards & scholarships that are relevant.
- Can include full-tuition scholarship to Cooper.

- Columbia University, Dean's List, Fall 2005
- Columbia University, Full-tuition scholarship, 2003-2006
- First place, The Institute of Electrical and Electronics Engineers (IEEE) Paper Competition 2004 (Region 1)

## Memberships:

- President, Society of Hispanic Professional Engineers (SHPE)
- Secretary, American Chemical Society (ACS)
- Founder and President, Ping Pong Club

8/05 - Present  
8/05 - Present  
1/06 - Present

- Include all professional societies and clubs. Student encouraged to get involved.
- Highlight leadership within clubs/societies.

- Other sections can include publications, activities, interests, additional, leadership activities, objective, volunteer and many others.