

PHD/POSTDOC RÉSUMÉS and CVs

1. There is no absolute right format. This is your personal work, so create a résumé that represents you well and that you like. However, be sure that you follow basic guidelines:
 - A. Make sure your résumé says the most about you in the fewest number of words (2 pages are recommended for graduate students/post-docs going into industry, 3-4 for new graduates going into government or academia...but there are some exceptions, e.g. more than ten years of employment experience).
 - B. Be consistent with your format! Margins, bolding, capitalization, bullet points, and style must be consistent as well as order and style of information.
 - C. Proofread for typing and spelling accuracy.
2. Only items leading directly to setting up an interview should be included. Keep your résumé specific to the job you are applying for, even if that means having different résumés for different jobs. (E.g. one résumé for research-related positions and another for teaching positions) Salary requirements, supervisor's names (other than research PI), abbreviations, clichés, reasons for leaving jobs, personal opinions and personal information such as height, weight, age, marital status, etc. should be excluded.
 - A. Required Categories: (Heading) Name, Home Address, Phone Number (Note: Be sure your phone number is prominent. Employers who cannot find--or read--your telephone number will not call!), Email Address; (Body) Education (incl. graduate GPA if above a 3.5, undergraduate if above a 3.0), Experience (Work and/or Activities), Publications.
 - B. Optional Categories: (Body) Objective *or* Summary of Qualifications, Relevant Coursework, Honors & Awards, Activities or Leadership, Credentials, Skills (technical skills only: computer, lab, languages), Presentations, Professional Affiliations, and Other.
3. Both the résumé and cover letter should be examples of your best work! Maintain a positive tone by excluding negative aspects of your experience.
4. Choose a conservative font such as Helvetica, Times, Courier, Geneva, New York, Palatino, or a Sans Serif font no smaller than 10 and no larger than 14. Include as much "white space" as possible for easier scanning by the employer, maintaining approximately 1" margins.
5. Make your résumé look professional. If you make a hard copy, use only a laser printer on good quality bond paper. Use white, off white, or a light blue or gray, 8-1/2" X 11" bond paper. (Remember that your potential employer may photocopy your résumé, so be sure that the paper is not too dark or "blotchy" to photocopy well!).
6. Be specific with dates, job titles, employers, interests, and accomplishments. Items within each section should be in reverse chronological order (most recent first and back from there). Be complete and descriptive without being too long. Always be completely accurate and truthful!
7. Use what is called telegraphic style. Omit all personal pronouns (I, we, they, you, etc.). Use incomplete sentences in list form (no paragraphs!) without punctuation.
8. Use results oriented, "action verbs" in describing your experience. Words such as administered, coordinated, developed, created, implemented, managed, and prepared are keys in telling employers what you have accomplished. Use past tense unless you are describing a job you are currently doing (in which case present tense or past tense is acceptable). Career Services has additional recommendations for action verbs.
9. Include outcomes/accomplishments with the majority (or all!) of your bullets to demonstrate what you achieved.
10. Do not staple, paper clip, fold, or put your résumé in a folder if mailing or hand-delivering (such as at a conference). Use the larger 9" X 12" envelopes if you have to mail your résumé and be sure watermarks (if your paper has them) are right-side up.

For more information or assistance with a résumé or other job search question, please contact us at:

School of Chemical Sciences Career Services

105 Noyes Laboratory

217-333-1050 • careers@scs.illinois.edu • <http://careers.scs.illinois.edu/>

ERNSTINE WILLIAMS

123 Green St
Champaign, IL 61820
319-555-1212
ewilliams@illinois.edu

EDUCATION

PhD, Physical Chemistry, University of Illinois, Urbana-Champaign, IL
Anticipated December 20xx

- Thesis title: "Organometallic instrumentation in fundamental peptides"
- Advisor: Professor Jacob Ganje

BS, Chemistry, Central College, Pella IA
May 20xx

- GPA 3.91/4.00, Summa Cum Laude
- Thesis title: "Computer simulation of organic polymer reactions"
- Advisor: Professor J. P. Morgan

RESEARCH EXPERIENCE

Graduate Research Assistant, University of Illinois, Urbana-Champaign, IL, Professor Jacob Ganje
December 20xx-Present

- Developed a new, highly sensitive technique for the measurement of organometallic reactions
- Modeled the kinetics of heterogeneous photochemical reactions to determine speed and efficiency
- Gained experience in all types of organometallic instrumentation investigations in fundamental peptides
- Supervised one undergraduate researcher and trained two visiting researchers
- Served as laboratory safety manager for two years

Undergraduate Research Assistant, Central College, Pella IA, Professor J. P. Morgan
January 20xx-May 20xx

- Used computer modeling to understand theoretical interactions of organic polymers
- Collaborated in a three-person interdisciplinary team to design a model that can elucidate organic polymer interactions
- Constructed simulations to assess the efficacy of design choices of our model

Summer Intern, Exxon Research and Development, Houston TX
Summer 20xx

- Studied gas-phase reactions on various heterogeneous catalysts of industrial importance using spectroscopy to determine adsorption and desorption

Summer Intern, University of Illinois, Urbana-Champaign, Professor Ivan P. Oakes
Summer 20xx

- Studied chlorofluorocarbons reacting with water droplets using spectroscopy in order to discover hydrophilic movement

PUBLICATIONS

- **Williams, E.**; Abiola, J.; Ganje, J. “A new method for reviewing organometallic reactions.” Chem. Rev. 20xx, 45, 120-145.
- Scott, B. J.; **Williams, E.**; Ganje, J “The detection of kinetics of heterogeneous photochemical reactions.” J. Phys. Atmospheric Sci. 20xx, 14, 428-431.
- **Williams, E.**; Oakes, I. “Chlorofluorocarbons and their reaction with water droplets.” J. Instrum. Anal. 20xx, 135, 1214-1218.
- **Williams, E.**; Morgan, J. P. “Computer simulation of organic polymer reactions.” J. Phys. Chem. 20xx, 88, 124-126.

PATENT

- Abiola, J.; Petrov, V.; Scott, B.J.; **Williams, E.** Model for the detection of organometallic reactions, US Patent 4 333 219, March 24, 20xx.

AFFILIATIONS

- American Chemical Society, 20xx-present
- Optical Society of America, 20xx-20xx

References Page

You *may* choose to set up a separate page of references (set-up with similar spacing, font style & size, etc. as above; 3-5 references...could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

ERNSTINE WILLIAMS

123 Green St
Champaign, IL 61820
319-555-1212
ewilliams@illinois.edu

REFERENCES

Professor Anton Bruckner, Department of Chemistry
University of Illinois at Urbana-Champaign
112 Gorder Drive, Box 6-788
Urbana, IL 61801
217-555-1212
a.bruckner@illinois.edu

Professor Rodney Tree, Department of Chemistry
University of Illinois at Urbana-Champaign
900 Gorder Drive, Box 8-200
Urbana, IL 61801
217-555-1212
r.tree@illinois.edu

Professor James Orney, Department of Mathematics
University of Illinois at Urbana-Champaign
122 Simpson Avenue, Box 7-407
Champaign, IL 61820
217-555-1212
j.orney@illinois.edu

Reagan R. Randolph

1835 Eisenhower Circle
Albuquerque NM 87185
505-555-1212
rrrandolph@email.gov

EDUCATION

- PhD, Chemistry, University of Chicago (Chicago, IL), 20xx
- Thesis title: "Something I've Worked on for a Very Long Time"
 - Advisor: Professor Maddie Albright
- MS, Chemistry, University of Chicago (Chicago, IL), 20xx
- Advisor: Professor Maddie Albright
- BS, Chemistry, University of Southern Florida (Tampa, FL), 20xx
- Thesis title: "Something I Did to Get into Graduate School"
 - Advisor: Professor Zachariah Anthony

RESEARCH EXPERIENCE

- Postdoctoral Fellow, Sandia National Laboratory (Albuquerque, NM), 20xx-present
- Developed...what you developed...in order to determine what
 - Designed and implemented an efficient system...to do what
- Research Assistant, University of Chicago (Chicago, IL), 20xx-20xx
- Advisor: Professor Maddie Albright
 - Maintained operational responsibility for...what instrumentation or other responsibility you had in order to achieve what...
 - Investigated...what was investigated...to find what...
 - Supervised (or trained)...whom...and what did that entail
- Undergraduate Research Assistant, University of South Florida (Tampa, FL), 20xx-20xx
- Advisor: Professor Zachariah Anthony
 - Researched...what using what in order to determine what
- Research Assistant, Oak Ridge National Laboratory (Oak Ridge, TN), Summer 20xx
- Supervisor: Dr. Leopold Wiseman
 - Studied...what using what in order to determine what

PUBLICATIONS

- Randolph, R. R.;** Albright, M. "Article Title." *Chem. Rev.* 20xx, 45, 320-362.
- Johnsen, B.; **Randolph, R. R.;** Foote, H.; Albright, M. "Article Title." *Biol. Chem.* 20xx, 111, 124-127.
- Randolph, R. R.;** Johnsen, B.; Foote, H.; Albright, M. "Article Title." *J. Biol. Chem.* 20xx, 104, 4439-4445.

Reagan R. Randolph

Page 2

PUBLICATIONS CONT.' **Randolph, R. R.;** Albright, M. "Article Title." *J. Instrum. Anal.* 20xx, 134, 214-218.

AFFILIATIONS American Chemical Society, 20xx-present
American Organic Chemistry Society, 20xx-present
Modeling Society of America, 20xx-present

PRESENTATIONS **Randolph, R.R.;** Albright, M. "Title of Presentation." Oral presentation at the National Meeting of the American Chemical Society, March 20xx.

Randolph, R. R. Anthony, Z. "Title of Presentation/Poster." Poster presentation at the University of Chicago Chemical and Physical Sciences Conference, January 20xx.

AWARDS Phi Beta Kappa, 20xx
Oak Ridge National Laboratory's Prestige Award, 20xx

References Page

You may choose to set up a separate page of references (set-up with similar spacing, font style & size, etc. as above; 3-5 references...could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

JAMAR JOHNSON

123 Gorder Drive
Iowa City IA 52240
ewilliams@illinois.edu
319-555-1212

EDUCATION

PhD, Chemical Engineering, University of Illinois at Urbana-Champaign, IL Anticipated Dec 20xx

- Thesis title: "Something I've Worked on for a Very Long Time"
- Advisor: Professor First Last

BS, Chemical Engineering, Central College, Pella, IA May 20xx

- GPA 3.91/4.00, *Summa Cum Laude*
- Thesis title: "Something I Did to Get into Graduate School"
- Advisor: Professor J. P. Morgan

RESEARCH AND INTERNSHIP EXPERIENCE

Graduate Research Assistant, University of Illinois, Urbana-Champaign, IL Dec 20xx-Present

- Advisor: Professor First Last
- Led and conducted research...on what...in order to determine what...
- Studied the microstructure of...what...in order to find out what...

Summer Intern, Exxon Research and Development, Houston, TX Summer 20xx

- Created...what you created...in order to do what, save \$x, or increase what % by 'x'

Undergraduate Research Assistant, Central College, Pella, IA Jan 20xx-May 20xx

- Advisor: Professor J. P. Morgan
- Conducted research...on what...in order to determine what...

Summer Research Intern, University of Illinois at Urbana-Champaign Summer 20xx

- Worked independently in the laboratory of Professor Ivan P. Oakes
- Studied...what...in order to determine what...

PUBLICATIONS

- Author 1; **Johnson, J.**; Author 3. "Article Title." *Journal Name*. 20xx, 14, 428-431.

- **Johnson, J.**; Morgan, J. P. "Article Title." *Journal Name*. 20xx, 88, 124-126.

- **Johnson, J.***; Author 2*. "Article Title." *Journal Name*. 20xx, 135, 1214-1218.

* denotes co-first authors

- Author 1; **Johnson, J.**; Author 3. "Article Title." *Journal Title*. 20xx, 45, 120-145.

PATENT

- Author 1; Author 2.; Author 3.; **Johnson, J.** Patent Name, US Patent 4 333 219, March 24, 20xx.

AFFILIATIONS

- American Institute of Chemical Engineers Jan 20xx-Present
- American Chemical Society Aug 20xx-Present

TEACHING EXPERIENCE

Laboratory Teaching Assistant, UIUC Department of Chemical Engineering Experimental Techniques Spring 20xx

- Restructured the course design and the syllabus, designed and optimized experimental protocols and prepared materials for each experiment
- Instructed graduate students on various laboratory techniques
- Created and graded problem sets and exams, and graded notebook entries
- Received Teaching Excellence Award

Tutor, American Chemical Society, Urbana, IL Oct 20xx -May 20xx

- Conducted one-on-one tutoring sessions to assist middle school students in completing homework
- Participated in community outreach events to spread awareness of current chemistry related events to students on campus

References Page

You may choose to set up a separate page of references (set-up with similar spacing, font style & size, etc. as above; 3-5 references...could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

Eugene Timmons

1400 North County Road
Champaign, IL 61822

timmons.eugene@email.com
217-744-2363

EDUCATION

PhD, Chemistry, University Name, City, State, December 20xx

- GPA: 4.0/4.0

MS, Chemistry, University Name, City, State, May 20xx

- GPA: 4.0/4.0

BS, Chemistry, University Name, City, State, May 20xx

- GPA: 3.82/4.00
- Dean's List, 20xx-20xx

RESEARCH EXPERIENCE

Postdoctoral Fellow, Organization Name, City, State, January 20xx-Present

Advisor: Prof. First Last

- Designed and constructed...what you designed and constructed...in order to determine what
- Selected...what...in order to determine what...
- Used...what...in order to determine what...

Graduate Researcher, University Name, City, State, July 20xx-December 20xx

Advisor: Prof. First Last

Thesis title: "Thesis Title"

- Used several approaches...including what...to do what to what in order to find what...
- Utilized...what instrument...to do what...to determine what...

Undergraduate Researcher, University Name, City, State, August 20xx-May 20xx

Advisor: Prof. First Last

- Expressed and purified what...in order to determine what...
- Discovered what from doing what...

PUBLICATIONS

*(List all publications, reverse chronological order & highlight your name in authors' list...if you don't have room to fit all publications and keep page length appropriate for type of employer, can also do: **PUBLICATIONS (x of y)** to demonstrate a selected list)*

TEACHING EXPERIENCE

Lecturer, University Name, City, State, Summer 20xx

- Presented eight 90-minute lectures in Biological Chemistry I, an introductory biochemistry course for chemistry majors

Teaching Assistant, University Name, City, State,
January 20xx-May 20xx

- Supervised a PhD student, 3 MS students, and 2 undergraduate students

Teaching Assistant, University Name, City, State, Fall 20xx

- Directly supervised 4 undergraduate students
- Assisted with graduate-level biological chemistry course
- Assisted with introductory organic laboratories and lecture courses

Chemistry Department Tutor, University Name, City, State, August 20xx-April 20xx

- Conducted review sessions for general and introductory organic chemistry
- Held one-on-one help sessions for students

AWARDS AND AFFILIATIONS

- American Chemical Society Member, 20xx-present
- NIH Biochemistry Training Grant, 20xx-20xx
- NIH Molecular & Cell Biology Training Grant, 20xx-20xx
- Teas Scholarship in Chemistry, University Name, 20xx-20xx

OTHER POSSIBLE CATEGORIES??

(May wish to include things like leadership experience, outreach, technical/lab skills, etc.....whatever you think may be important to the particular employer)

REFERENCES

You may choose to set up a separate page of references (set-up with similar spacing, font style & size, etc. as above; 3-5 references...could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

Jose Ndiege

Address: 369 E Green St Champaign 61820
Contact: Ndiege1@illinois.edu, 312-881-3462

EDUCATION

University of Illinois at Urbana Champaign
Doctor of Philosophy in Chemical Engineering

Expected: May 20xx

- Cumulative GPA: 4.00/4.00

University of Lagos, Nigeria
Bachelor of Science in Chemical Engineering

January 20xx

- Cumulative GPA: 4.64/5.00
- (with *First Class Honors*)

RESEARCH EXPERIENCE

Department of Chemical Engineering (University of Illinois)
Graduate Research Assistant (Johnson Group)

January 20xx – present

- Performed what in order to determine what
- Developed what by using what in order to determine what

Department of Chemical Engineering (University of Illinois)
Graduate Research Assistant (Brewton Group)

January 20xx – December 20xx

- Worked on what in order to determine what
- Performed what on what in order to determine what
- Applied what to what in order to determine what
- Developed a novel approach to do what in order to determine what

DeltaAfrik Engineering Limited, Lagos, Nigeria
Process Engineering Intern

April 20xx – September 20xx

- Worked on...what...in order to do what, save \$x, or increase what % by 'x'
- Performed what...to meet what regulations
- Assumed leadership role on project and handled communications with partners in what location

Vanderbilt University, Nashville, TN
Research Experience for Undergrads (Holard Group)

May 20xx – August 20xx

- Optimized a what...in order to do what...
- Engineered a new design for what in order to achieve what...
- Used Auto CAD and 3D printing to do what for what purpose...
- Overcame what and how...

TEACHING EXPERIENCE

Department of Chemical Engineering (University of Illinois)
Graduate Teaching Assistant (Bioenergy & Biofuels Technology, ChBE 494)

January 20xx – present

- Held discussions regarding emerging Biofuels technology with students in a class of 80
- Provided support through office hours to facilitate understanding course material

Department of Chemical Engineering (University of Illinois)
Graduate Teaching Assistant (Polymer Science & Engineering, ChBE 456)

August 20xx – December 20xx

- Prepared and gave lectures to students in a class of 50
- Assisted professor with preparation of midterms
- Held office hours to help students with assignments, and graded them

HONORS

Chevron Nigeria National Merit Award	20xx-20xx
University of Lagos Endowment Scholar (Equivalent to Deans List)	20xx-20xx
Recognition for work at DeltaAfrik	20xx

PRESENTATIONS

Process Systems Engineering Consortium	March 20xx
“Poster Title”, Poster, Conference Name, Santa Barbara, CA	

EXTRA-CURRICULAR ACTIVITIES

NSBE (National Society of Black Engineers)	20xx-20xx
CSE (Computational Science and Engineering at Illinois)	20xx-20xx
PHI KAPPA PHI	20xx-20xx

SKILLS

- FORTRAN
- MATLAB
- MAPLE
- C++
- HYSYS
- Mathematica

Anika Patel

1835 Eisenhower Circle
Albuquerque NM 87185
505-555-1212
apatel26@sandia.gov

EDUCATION

PhD, Chemistry, University of Chicago (Chicago, IL), 20xx
• Thesis title: “Something I’ve Worked on for a Very Long Time”
• Advisor: Professor First Last

MS, Chemistry, University of Chicago (Chicago, IL), 20xx
• Advisor: Professor First Last

BS, Chemistry, University of Southern Florida (Tampa, FL), 20xx
• Thesis title: “Something I Did to Get into Graduate School”
• Advisor: Professor First Last

RESEARCH EXPERIENCE

Postdoctoral Fellow, Sandia National Laboratory (Albuquerque, NM), 20xx-present
• Developed novel what...in order to determine what...
• Designed and implemented an efficient system...to do what

Research Assistant, University of Chicago (Chicago, IL), 20xx-20xx
• Advisor: Professor First Last
• Maintained operational responsibility of what...and what did you do
• Investigated the molecular properties, orientation, kinetics, and relaxation phenomena at liquid and solid interfaces by nonlinear optical techniques
• Led Advanced Physical Chemistry and Optical Methods of Analysis laboratories

Undergraduate Research Assistant, University of South Florida (Tampa, FL), 20xx-20xx
• Advisor: Professor First Last
• Studied...what...in order to determine what...

Research Assistant, Oak Ridge National Laboratory (Oak Ridge, TN), Summer 20xx
• Researched...what...using what...to determine what...

PUBLICATIONS

Patel, A.; Author 2. “Article Title.” *Journal Title* 20xx, 45, 320-362.

Author 1; **Patel, A.**; Author 3; Author 4. “Article Title” *Journal Title*. 20xx, 111, 124-127.

Patel, A.; Author 2; Author 3. “Article Title.” *Journal Title*. 20xx, 104, 4439-4445.

Patel, A.; Author 2. “Article Title.” *Journal Title*. 20xx, 134, 214-218.

Anika Patel

Page 2

PRESENTATIONS Patel, A.; Author 2 “Presentation Title.” Oral presentation at the National Meeting of the American Chemical Society, March 20xx.

Patel, A. Author 2. “Post Title.” Poster presentation at the University of Chicago Chemical and Physical Sciences Conference, January 20xx.

AWARDS

Phi Beta Kappa, 20xx

Oak Ridge National Laboratory’s Prestige Award, 20xx

AFFILIATIONS

American Chemical Society, 20xx-present

American Physical Society, 20xx-present

Optical Society of America, 20xx-present

References Page

You may choose to set up a separate page of references (set-up with similar spacing, font style & size, etc. as above; 3-5 references...could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

Huang Wang

1400 North County Road
Urbana, IL 61801

huang.wang@org.ethz.ch
217-322-1234

SUMMARY OF QUALIFICATIONS

- Binary patterning
- Chemical and biosynthesis
- Mass spectrometry (MS)
- Nuclear magnetic resonance (NMR)
- Gene expression and purification

EDUCATION

PhD, Chemistry, Cornell University, Ithaca NY, December 20xx

- GPA: 4.0/4.0

MS, Chemistry, Cornell University, Ithaca NY, May 20xx

- GPA: 4.0/4.0

BS, Chemistry, Pennsylvania State University, State College PA, May 20xx

- GPA: 3.82/4.00
- Dean's List, 20xx-20xx

RESEARCH EXPERIENCE

Postdoctoral Fellow, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland, January 20xx-Present

Advisor: Prof. First Last

- Designed and constructed...what...in order to determine what...
- Using what...did what to what...in order to determine what...
- Directed...what...in order to determine what...

Graduate Researcher, Cornell University, Ithaca, NY, July 20xx-December 20xx

Advisor: Prof. First Last

Thesis title: "Something I Worked on for a Very Long Time"

- Used several approaches to do what to what in order to determine what
- Utilized high-resolution mass spectrometry to do what to determine what

Undergraduate Researcher, Pennsylvania State University, State College, PA, 20xx

August 20xx-May

Prof. First Last

- Expressed and purified...what...in order to determine what...
- Discovered what by doing what??

PUBLICATIONS

(List all publications, reverse chronological order, on a CV)

TEACHING EXPERIENCE

Lecturer, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland, Summer 20xx

- Presented eight 90-minute lectures in Biological Chemistry I, an introductory biochemistry course for chemistry majors

Teaching Assistant, Swiss Federal Institute of Technology (ETH), Zurich, Switzerland, January 20xx-May 20xx

- Supervised a PhD student, 3 MS students, and 2 undergraduate students

Teaching Assistant, Cornell University, Ithaca, NY, Fall 20xx

- Directly supervised 4 undergraduate students
- Assisted with graduate-level biological chemistry course
- Assisted with introductory organic laboratories and lecture courses

Chemistry Department Tutor, Pennsylvania State University, State College, PA, August 20xx-April 20xx

- Conducted review sessions for general and introductory organic chemistry
- Held one-on-one help sessions for students

AWARDS AND AFFILIATIONS

- American Chemical Society Member, 20xx-present
- NIH Biochemistry Training Grant, 20xx-20xx
- NIH Molecular & Cell Biology Training Grant, 20xx-20xx
- Teas Scholarship in Chemistry, Pennsylvania State University, 20xx-20xx

OTHER POSSIBLE CATEGORIES??

(May wish to include things like leadership experience, outreach, technical/lab skills, etc.....whatever you think may be important to the particular institution)

REFERENCES

You may choose to set up a separate page of references (set-up with similar spacing, font style & size, etc. as above; 3-5 references...could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

Anika Patel

netid@illinois.edu

1111 Green Street, Apartment #1, Urbana, IL 61801 (217) 555-5555

EDUCATION

Ph.D., Neuroscience, University of Illinois, Urbana-Champaign, IL, GPA 3.9/4.0 End Year

Advisor: *Name*

Dissertation Title: "*Dissertation Title*"

B.S., Biology, Indiana University, Bloomington, IN, GPA: 3.8/4.0 End Year

Minor Mathematics

RESEARCH EXPERIENCE

Postdoctoral Fellow, University of Illinois, Urbana-Champaign, IL Start Year – End Year

- Examined...using...which resulted in...
- Characterized...
- Mentored and managed # of undergraduate and graduate students
- Collaborated with, presented, published...

Graduate Research Assistant, University of Illinois, Urbana-Champaign, IL Start Year – End Year

- Developed...
- Characterized...
- Implemented...
- Identified...

Lab Technician, Indiana University, Bloomington, IN Start Year – End Year

- Managed...
- Organized and performed...

TEACHING EXPERIENCE

Adjunct Instructor, University of Illinois, Urbana-Champaign, IL Start Year – End Year

- Taught Introductory Biology with lecture and laboratory for over ~200 undergraduate students
- Taught Genetics with lecture and laboratory for over ~100 graduate students
- Developed courses, planned lessons, assignments and lab experiments, and led class discussions
- Integrated multimedia approaches and used instructional technology to enhance pedagogical technique

Teaching Assistant, University of Illinois, Urbana-Champaign, IL Start Year – End Year

- Planned lessons and assignments, led discussion sections, graded assignments and exams
- Explained challenging quantitative and biological concepts to students
- Ranked by students as Outstanding Teacher in top ten percent across campus

Part-Time Teacher, Huntington Learning Center, Bloomington, IN Summer Year

- Tutored high school students in the area of Biology to help prepare them for quizzes and tests

GRANTS AND AWARDS

Postdoctoral Fellowship, Name of Program Grant, \$	Start Year – End Year
Catherine Connor Outstanding Dissertation in Biotechnology, 1 st Place, \$1000	Year
Predocctoral Fellowship, Name of Program Grant, \$	Start Year – End Year

UNIVERSITY SERVICE

Graduate Mentor, University of Illinois, Urbana-Champaign, IL Start Year – End Year

- Counsel minority undergraduates on graduate programs, application procedures, and funding

Career Advisory Committee, University of Illinois, Urbana-Champaign, IL Start Year – End Year

- Served on university committee to evaluate and propose career services for graduate students
- Collaborated with faculty and students to prepare final report for submission to the Graduate College Dean

PUBLICATIONS

Patel, A., other authors. (Year). Title. *Journal*, Volume (Issue), page numbers. DOI

Patel, A.*, Lopez, J.S., other authors. (Year). Title. *Journal*, Volume (Issue), page numbers. DOI *Co-equal authorship

Patel, A., other authors. (in press). Title. *Journal*, Volume (Issue), page numbers.

Patel, A., other authors. (Year produced). Title. Manuscript submitted for publication.

Patel, A., other authors. (Year draft produced). Title. Manuscript in preparation.

Citation format in APA style

INVITED CONFERENCE PRESENTATIONS

Patel, A., other authors. (Year, Month). Title. Mini Symposium on subject, [Meeting], City, State

Patel, A., other authors. (Year, Month). Title. [Meeting], City, State

INVITED REVIEWS

Citation of publication in recognized format

LEADERSHIP ACTIVITIES AND PROFESSIONAL MEMBERSHIPS

Position held, Name of organization, City, State Start Year – End Year

- Brief description of duties
-

Jennifer S. Lopez

222 University Drive • Champaign, IL 61820 • email@illinois.edu • (217) 222-2222

EDUCATION

<i>Doctor of Philosophy in Major</i> University of Illinois	Expected Month Year Urbana-Champaign, IL
<i>Master of Science in Major</i> University of Florida	Year Gainesville, FL
<i>Bachelor of Science in Major</i> Florida International University	Year Miami, FL

RESEARCH EXPERIENCE

<i>Graduate Research Assistant</i> University of Illinois	Start Year – End Year Urbana-Champaign, IL
<ul style="list-style-type: none">• Collaborated with ...• Planned and managed multiple research projects studying ...• Research resulted in one published and one in preparation first author publications in scientific journals and three poster presentations at national and international meetings• Advised and mentored 3 graduate students, 5 undergraduate students, and numerous lab rotation students• Served on hiring committee for a Senior Staff Scientist and participated in pre-selection and interviewing processes• Independently researched and wrote grant for Preliminary Examination after second year of graduate school: "Title"• Managed lab operations including equipment inventory and maintenance, purchasing and vendor negotiation, and network administration and IT support	
<i>Graduate Research Assistant</i> University of Florida	Start Year – End Year Gainesville, FL
<ul style="list-style-type: none">• e.g. brief action-oriented description of research project with results and contributions• Start with action verb and highlight what you did, how you did it and why you did it to demonstrate the impact of your work and outcome	

PROFESSIONAL EXPERIENCE

<i>Undergraduate Research Intern</i> Dow Corning Corporation	Start Year – End Year Midland, MI
<ul style="list-style-type: none">• Optimized the material quality of thin films by measuring the physical properties as a function of production conditions• Collaborated with cross functional project team to analyze data, compile reports, and present to senior leadership• Research project resulted in industrial patent (<i>patent number</i>)	

INDUSTRIAL PATENTS

Authors' Last name, First Initials; **Lopez, J.S.** Title. Pat. Appl. WO 2008/097877 A2, 2008

TEACHING EXPERIENCE

Chemistry Faculty

Parkland College

- Prepared two lectures per week for non-traditional population of 20 students
- Led two introductory-level chemistry laboratory experiments per week

Start Year – End Year

Champaign, IL

Teaching Assistant

University of Illinois

- Ranked by students as Outstanding Teacher for every semester employed
- Generated exam, quiz, and assignment questions by applying course concepts
- Instructed lab courses of ~30 students throughout each week by designing lectures, leading discussions, demonstrating procedures, fielding questions, and grading student lab reports and presentations

Start Year – End Year

Urbana-Champaign, IL

PEER-REVIEW SELECTED PUBLICATIONS

Lopez, J.S., other authors. (Year). Title. *Journal*, Volume (Issue), page numbers. DOI

Lopez, J.S., other authors. (in press). Title. *Journal*, Volume (Issue), page numbers.

Lopez, J.S., other authors. (Year produced). Title. Manuscript submitted for publication.

Lopez, J.S., other authors. (Year draft produced). Title. Manuscript in preparation.

INVITED ORAL CONFERENCE PRESENTATIONS (X of X)

Lopez, J.S., other authors. (Year, Month). Title. Mini Symposium on subject, [Meeting], City, State

Lopez, J.S., other authors. (Year, Month). Title. [Meeting], City, State

POSTER PRESENTATIONS (x of x)

Lopez, J.S., other authors. (Year, Month). Title. Meeting, City, State

Lopez, J.S., other authors. (Year, Month). Title. Meeting, City, State

PROFESSIONAL ORGANIZATIONS

American Chemical Society (ACS)

Start Year – End Year

- **University of Illinois Chapter**

Public Relations Chair: Publicized scientific events to general public

- **Florida International University Student Affiliates chapter**

Society for the Advancement of Chicanos/Hispanics & Native Americans in Science

Start Year – End Year

- **University of Illinois Local Chapter**

Secretary: Promoted science careers to minority students

Treasurer and Webmaster: Managed annual budget of \$3000 and maintained website with regular updates

HONORS AND AWARDS

List any relevant honors & awards with dates

ACTION VERBS

Leadership & Organizational Skills

Achieved
Acquired
Acted
Adapted
Administered
Approved
Assembled
Attained
Budgeted
Completed
Complied
Conducted
Controlled
Decided
Delegated
Determined
Directed
Eliminated
Enhanced
Ensured
Exceeded
Executed
Expanded
Guided
Headed
Implemented
Improved
Increased
Instigated
Instituted
Inventoried
Led
Managed
Marketed
Motivated
Observed
Ordered
Organized
Overcame
Participated
Performed
Planned
Prepared
Presided
Procured
Projected
Provided
Recommended
Recruited
Reorganized
Scheduled
Strategized
Streamlined
Succeeded
Supervised

Teaching & Helping Skills

Advised
Advocated
Aided
Allocated
Approved
Assessed
Assisted
Attended
Cared
Checked
Clarified
Coached
Collaborated
Conducted
Cooperated
Counseled
Demonstrated
Developed
Diagnosed
Directed
Educated
Enabled
Encouraged
Evaluated
Examined
Explained
Facilitated
Followed
Fostered
Guided
Helped
Illustrated
Implemented
Influenced
Informed
Inspired
Instructed
Lectured
Led
Mentored
Planned
Prompted
Proposed
Represented
Reviewed
Served
Shaped
Solicited
Supported
Sustained
Taught
Trained
Tutored
United

Research Skills

Analyzed
Appraised
Classified
Coded
Collaborated
Collected
Compared
Constructed
Contrasted
Contributed
Coordinated
Designed
Detected
Diagnosed
Discovered
Dissected
Distributed
Engineered
Examined
Experimented
Explored
Extracted
Formulated
Innovated
Inquired
Inspected
Interpreted
Invented
Investigated
Made
Manipulated
Maximized
Minimized
Modeled
Modified
Monitored
Obtained
Oversaw
Pioneered
Produced
Proposed
Reported
Researched
Reviewed
Solved
Specialized
Stimulated
Studied
Summarized
Surveyed
Synthesized
Theorized
Transformed
Verified

Technical Skills

Applied
Assessed
Calculated
Computed
Correlated
Devised
Documented
Estimated
Handled
Integrated
Maintained
Operated
Programmed

Creative Skills

Built
Conceived
Created
Developed
Founded
Generated
Initiated
Inspired
Launched
Originated
Piloted
Revised
Shaped
Tailored
Visualized

Communication Skills

Arbitrated
Authored
Clarified
Communicated
Compiled
Composed
Consulted
Contacted
Delivered
Demonstrated
Drafted
Edited
Informed
Moderated
Negotiated
Persuaded
Presented
Publicized
Translated
Wrote