

Telephone

Objective

To obtain employment as a software developer

Highlights

- 9 years IT development experience
- Friendly, flexible, and pro-active manner
- Successful at customer facing work
- Flair for creativity and design
- Extensive Internet and Intranet development experience

Employment History

Software Developer, Computer Company, February 2001 – present

I am a key member in the software team responsible for the development of customer facing applications covering all stages of the software development cycle. Additionally I am responsible for project management and customer support on a number of high profile projects.

Major Accomplishments

- Produced state of the art image recognition software for automated log-in
- Developed several web based applications using advanced Artificial Intelligence
- Successfully project managed the development of a high profile program
- In collaboration with other team members developed a high profile program
- Delivered bespoke solutions to meet specific customer requirements
- Deployed software on various platforms
- Development of new company website
- Full development of new company website

DEPAUL UNIVERSITY

CAREER CENTER



Entry Level

RESUME GUIDE

College of Science & Health

This packet is intended to serve as a starting point for creating or improving your resume. It includes sample resumes, as well as best practices and helpful resources for developing a successful document.

DePaul University's Peer Career Advisors are available on a walk-in basis to assist you with creating and/or improving your resume. Inquire about Peer Career Advisor Program hours by calling the Career Center at (312) 362-8437 (Loop Campus) or (773) 325-7431 (Lincoln Park Campus).

Contents

- I. **Resume Purpose, Design, & Mechanics**..... Page 3
- II. **Key Elements of a Successful Resumes**.....Page 4
This document is intended to guide you in creating your resume by outlining important types of information to include and tips for doing so in a professional and persuasive manner.
- III. **Skills & Action Verbs**.....Page 5
Transferable skills are those that can be applied in a variety of industries and job functions, while technical skills (e.g. laboratory skills) are more specific to your major, intended industry, or job function. Considering which skills you want to convey to employers is a great place to start when composing your resume. This list is a sampling of the types of skills you might highlight on your resume and may serve as inspiration for brainstorming

A sampling of action verbs is also included on this page. Be sure to use strong action verbs to begin each of your bulleted statements, previewing the skill to be exemplified through the accomplishment statement.
- IV. **Chronological Resume Samples**.....Pages 6-12
In this most commonly accepted resume format, job titles and employers are emphasized, starting with your most recent experiences to illustrate a progressive work history. Your skills and accomplishments are described through bulleted statements under each position. This resume type is recommended for people who have recently graduated with a bachelor’s degree, those who are staying within the same career field, and candidates with few time gaps in their job history. This type is most often preferred by employers because it is easy to scan, highlights job titles, employers, dates, and clearly ties candidates’ skills and accomplishments to their work histories.
- V. **Curriculum Vitae Sample**.....Pages 13-14
A CV is another tool that helps applicants market themselves on paper to prospective employers or graduate programs. As length and brevity are less of a concern, an applicant asked for a CV may have more leeway in including and expanding upon experiences. However, targeting information towards your audience is still key in successfully arguing your fit. CVs are most often used for academia, research based fields/positions, or when it is specifically asked for. Refer to our Curriculum Vitae Packet for more information.
- VI. **Additional Career Center Resume Resources**.....Page 15

I. Resume Purpose, Design, & Mechanics

The purpose of a resume is to market yourself to employers by succinctly summarizing your education, experience, and skills, ultimately aiming to convince employers to invite you to interview. When conceptualizing your resume, think of it as a marketing tool, rather than a simple work history, as it is intended to promote you as the perfect candidate for the opportunity at hand.

Resume writing is an art, not a science. There is no one correct way to formulate a resume, but there are some best practices and standards that the Career Center recommends. Stand out from the crowd with high quality content and a clearly written, error-free document. Sequence the major sections of your document from most important to least important with regard to your career objective. When constructing bullet points, aim to highlight accomplishments that exemplify the skills you possess and employers are seeking.

- ❖ **Length:** With a few rare exceptions, when applying for internships or entry-level jobs, students should keep their resume to 1 page. If you have difficulty narrowing down your resume, consider removing elements that are not closely related to the opportunities for which you are applying.
- ❖ **Margins:** Make your resume visually attractive. Use some whitespace to allow the reader's eye to rest. Using .5 inch to 1.25 inch margins is recommended.
- ❖ **Font:** Use a font that is easy to read. Times New Roman, Arial, and Courier New are examples of good choices. A 10-12 point font size is recommended.
- ❖ **Consistency:** Keep the formatting consistent throughout your resume. For example, if you choose to bold a job title, make sure you bold every job title. Also, make sure that all of your bullet points, section headers, dates, etc. line up neatly on the page.
- ❖ **Accuracy:** Your resume, and all other job search materials, must be 100% error free. Be sure to carefully read through your resume, checking grammar, spelling, and punctuation. It is a good idea to have at least 2-3 people proofread it as well.
- ❖ **Be Accomplishment-Orientated:** Employers hire you for your skills and want to read about times when you have successfully utilized the skills they are seeking. Describe achievements, rather than listing duties, quantify outcomes whenever possible, and be sure to highlight your proficiency in both technical (industry or job function-specific) and transferable skills.
- ❖ **Use Action Verbs:** Strengthen your bullet points by beginning each with an action verb that previews the skill to be exemplified in that accomplishment statement. This allows a potential employer to more easily scan your resume for what he or she is seeking.
- ❖ **Make it Clear and Be Succinct:** Eliminate the pronoun "I" at the beginning of each bullet point as this is assumed. Avoid introductory and wind-up phrases such as "My duties included..." and "My responsibilities were..."
- ❖ **Overall Appearance:** Ask yourself and others if your document is easy to read and professional looking. Also, consider that the average recruiter may scan your resume for 15 seconds or less. Make sure that your most important information stands out.
- ❖ **Curriculum Vitae (CV):** Certain circumstances, such as some research and academic opportunities, may require you to create a CV. Best practices for this type of document differ somewhat from those for resumes. In addition to the sample in this packet, please refer to our separate CV packet for details on creating your own Curriculum Vitae.

II. Key Elements of a Successful Resume

HEADER: Your header must include all contact information, such as: First and last name, phone number, email address, street address, city, state, and zip code

OBJECTIVE: An objective aims to state your purpose in creating and submitting your resume, namely the position you are seeking. This section is optional and could be omitted to save space or substituted with a “Career Highlights” or “Summary of Qualifications” section. If you do include an objective statement, it is recommended that you be very specific with your goals and that you aim to preview your top qualities, proven skills, and knowledge.

EDUCATION: Your education section should include the institution and its location (city, state), degree, and (expected) graduation date. Include the full name of your expected degree along with any minors or concentrations. It is recommended that you include your GPA, but only if it is higher than a 3.0/4.0. Other possible information you might add to this section includes study abroad experiences, relevant coursework, or academic awards and honors.

EXPERIENCE: Options include one large experience section (with positions listed in reverse chronological order) or multiple sections titled to highlight more relevant experience by placing it towards the top of your resume (e.g. “Relevant Experience,” “Health Related Experience,” or “Research Experience, followed by “Additional Experience”).

Headers for each position should include job title, employer, location (city, state), and the date range of employment (months and years or by season). Following your header, describe the skills and knowledge you demonstrated in each position using well developed accomplishment statements.

Quick tips for quality accomplishment statements:

- Emphasize transferable and technical skills and knowledge by way of concrete examples of when you applied them.
- Start with a strong action verb, then follow with an explanation of what you did, describe how you did it, and, when possible, include any outcomes that were achieved. Be specific by including quantity, frequency, population, and impact of your work whenever possible. Vary your action verbs throughout the resume.
- Accomplishment statements should be in the proper tense (past or present tense) and use correct grammar and punctuation.

Consider the following questions to help you create more effective accomplishment statements:

- What were your accomplishments?
 - How does this experience relate to your internship/employment goal?
 - How did you help the organization?
 - What skills/knowledge did you enhance?
 - What was the result/outcome of your work?
-

ADDITIONAL SKILLS: In this section include only skills that are testable and concrete. Soft skills such as communication, organizational, and interpersonal skills should not be listed here, but rather incorporated into your bulleted accomplishment statements above. Be sure to qualify your level of proficiency for each skill.

You might consider using subsections here such as:

Laboratory Skills: Include skills, familiarity with equipment and processes/procedures, and knowledge relevant to the laboratory setting. Examples include Distillation, Extraction, Chromatography etc.

Technology: Focus on programs and proficiency levels that would not be assumed based on education and include your proficiency level. For example: Advanced user of Microsoft Office Suite, including Outlook, Excel, and PowerPoint, as well as Adobe Photoshop; Beginner user of SPSS.

Languages: For example: Fluent in oral and written German; Beginner knowledge of Spanish.

III. Skills & Action Verbs

TRANSFERABLE & TECHNICAL SKILLS

Transferable skills are those that can be applied in multiple work settings. Technical skills are those that describe the ability to perform tasks in a specific discipline or department. Consider incorporating them, by providing examples of when you have successfully used them in your bulleted accomplishment statements. Some examples of transferable and technical skills are:

COMMUNICATION	MANAGEMENT	PROBLEM SOLVING	TRAINING	LABORATORY
Editing	Communicating	Analyzing	Adapting	Testing
Explaining	Consulting	Appraising	Communicating	Reporting
Influencing	Coordinating	Diagnosing	Demonstrating	Experimenting
Interpreting	Delegating	Examining	Enabling	Measuring
listening	Directing	Executing	Encouraging	Recording
Mediating	Evaluating	Planning	Evaluating	Manipulating
Promoting	Leading	Proving	Explaining	Logging
Speaking	Negotiating	Reasoning	Instructing	Investigating
Translating	Persuading	Recognizing	Planning	Researching
Writing	Planning	Validating	Stimulating	
CREATIVE	PUBLIC RELATIONS	RESEARCH	TECHNICAL	
Designing	Conducting	Assessing	Adjusting	
Developing	Consulting	Calculating	Aligning	
Establishing	Informing	Collecting	Assembling	
Illustrating	Planning	Diagnosing	Drafting	
Imagining	Presenting	Evaluating	Engineering	
Improvising	Promoting	Examining	Installing	
Inventing	Representing	Extrapolating	Observing	
performing	Responding	Interviewing	Operating	
Revitalizing	Researching	Investigating	Programming	
Visualizing	Writing	Synthesizing	Repairing	

ACTION VERBS

Beginning each bulleted accomplishment statement with a strong action verb helps to highlight your successes and allows the reader to get a sense of your skills by scanning the page prior to reading each individual bullet point. It is a good idea to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to help get you started.

A	Consulted	Evaluated	Integrated	Planned	S
Achieved	Contrasted	Examined	Intended	Posted	Scheduled
Acted	Controlled	Executed	Interviewed	Prepared	Selected
Adapted	Converted	Expanded	invented	Prescribed	Separated
Adjusted	Convinced	Expedited	Investigated	Presented	Served
Administered	Coordinated	F	L	Priced	Serviced
Advanced	Counseled	Facilitated	Launched	Processed	Set up
Advised	Counted	Filed	Lectured	Produced	Simplified
Altered	Created	Filled	Led	Promoted	Sold
Analyzed	Cultivated	Forecasted	Liaised	Proposed	Solved
Appraised	D	Formulated	Logged	Protected	Specified
Arranged	Decided	Fostered	M	Provided	Started
Assembled	Decreased	Fulfilled	Maintained	Purchased	Strategized
Assessed	Defined	G	Managed	R	Streamlined
Audited	Delivered	Gained	Manufactured	Realized	Strengthened
B	Demonstrated	Gathered	Marketed	Received	Studied
Balanced	Designed	Generated	Measured	Recommended	Summarized
Budgeted	Detected	Grew	Mediated	Reconciled	Supervised
Built	Determined	Guided	Mentored	Recorded	Supplied
C	Developed	H	Migrated	Recruited	Supported
Calculated	Devised	Handled	Minimized	Redesigned	T
Calibrated	Diagnosed	Headed	Monitored	Reduced	Tested
Categorized	Differentiated	Hired	Motivated	Referred	Tracked
Charted	Distributed	I	N	Removed	Trained
Classified	Documented	Identified	Negotiated	Reorganized	Transformed
Coached	Doubled	Illustrated	O	Repaired	Translated
Collected	Drafted	Implemented	Obtained	Reported	Troubleshoot
Combined	E	Improved	Operated	Represented	U
Communicated	Edited	Increased	Orchestrated	Researched	Updated
Compiled	Eliminated	Influenced	Ordered	Resolved	Upgraded
Composed	Encouraged	Informed	Organized	Restructured	V
Computed	Engineered	Initiated	Originated	Revamped	Verified
Conducted	Enhanced	Inspected	Oversaw	Reviewed	W
Configured	Ensured	Installed	P	Revised	Weighed
Consolidated	Established	Instituted	Performed	Revitalized	Wired
Constructed	Estimated	Instructed	Persuaded	Routed	Won

IV. Resume Samples

SAMPLE 1: Chronological Resume

Jason Nguyen

Jnguyen@hotmail.com

(555) 555-5555

Permanent Address:
1515 Howard Street
Atlanta, GA 30342

Current Address:
2501 North Kenmore #2
Chicago, IL 60614

Education **DePaul University**, Chicago, IL
Bachelor of Science in Biological Sciences, expected June 2015
G.P.A. 3.5/4.0
Academic Honors: Dean's List all quarters in attendance
Presidential Scholarship recipient all quarters in attendance

Related Coursework General Biology I, II, III Organic Chemistry Genetics
Principles of Biotechnology Anatomy Cell Biology
Systems Neurobiology Microbiology Vertebrae Physiology
All listed courses included lecture and laboratory

Laboratory Experience **DePaul University**, Chicago, IL
Cell Biology Lab Assistant, September 2013-present

- Prepare equipment and supplies for lab instruction
- Guide sections of 30-45 students in correctly approaching and problem solving during lab assignments
- Grade lab reports, checking for proper procedure, evaluating outcomes, and providing feedback

Laboratory of Dr. Smith, DePaul University, Chicago, IL
Research Assistant, Summers 2012, 2013

- Perform cell proliferation and gene expression assays on tissue cultures
- Maintained efficient lab operations by restocking materials, calibrating instruments, and cleaning equipment
- Contributed to paper currently being reviewed for publication

Additional Experience **Global Brigades**, Port-Au-Prince, Haiti
Health Brigades Volunteer, November 2013-December 2013

- Served rural Haitian communities, assisting in the provision of immediate and restorative dental services for five weeks
- Conducted disease prevention and dental hygiene workshops
- Trained community members in developing and implementing health initiatives and strategies to create sustainable dental care services

Skills **Language:** Conversational in Spanish
Computer: Proficient in Microsoft Office, including Word, Excel, and PowerPoint

SAMPLE 2: Chronological Resume

Jacquelyn Nowak nowak.j@hotmail.com

2425 N. Sheffield, Apt #602 - Chicago, IL 60614 - (555) 555 -5555

- Objective** To obtain the position of Research Assistant where I can utilize and build upon my research skills in a neuroscience setting
- Education** DePaul University, Chicago, IL
Bachelor of Science in Psychology Expected June 2013
G.P.A. 3.9/4.0
Dean's List all quarters in attendance
- Research Experience** DePaul University, Chicago, IL July 2012 – Present
Research Assistant
- Provide research support by preparing participant surveys and analyzing data utilizing SPSS
 - Draft content discussing methodology and findings for publication
 - Code participant interviews
- University of Chicago, Chicago, IL Summer 2012
Anxiety Research Project (intern)
- Facilitated case study research by conducting and recording interviews with over 75 participants
 - Observed and coded anxiety-response behaviors after each session
 - Assisted with the analysis and drafted synopsis of findings
- Additional Experience** Dominick's, Chicago, IL May 2011 – Present
Cashier
- Greet clients and handle cash/credit/debit transactions
 - Inform customers of current promotions and offers to ensure satisfaction
- Forever 21, Chicago, IL Seasonal 2010 & 2011
Sales Associate
- Assisted and advised customers on purchases of various merchandise
 - Dealt with customer inquiries and complaints in a polite and efficient manner
 - Exceeded weekly sales goals consistently, resulting in being named sales associate of the month on 3 occasions
- Activities** Sport Legacy Institute Community Educators (SLICE), *Member* 2012 – Present
- Educate high school students and athletes about the seriousness of concussions through discussion, demonstrations, and interactive games
- Psi Chi, *Member* 2013 – Present
DePaul Psychology Club, *Member* 2012 – Present
Sigma Lambda Gamma Sorority, *Secretary* 2011 – Present
- Skills** Fluent in verbal and written Spanish
Proficient in Windows, Word, Excel, Outlook, and SPSS
Functional in PowerPoint

SAMPLE 3: Chronological Resume

Vincent Rubio

2222 N. Main St. Chicago, IL

VRubio@students.depaul.edu

555.555.5555

EDUCATION:

DePaul University, Chicago, IL

Bachelor of Science in Health Sciences

Expected June 2014

Major GPA: 3.6/4.0; Cumulative GPA: 3.0/4.0

HEALTHCARE-RELATED EXPERIENCE:

Resurrection Medical Center, Chicago, IL

October 2013 – Present

Volunteer

- Observe a variety of health professionals during their everyday routines
- Assist in sterilizing and resetting exam rooms
- Input patient information into electronic medical records software to assist with accurate billing and patient tracking
- Escort patients and visitors/guests throughout hospital

Athletico, Chicago, IL

Winter 2013

Intern

- Administered treatment for student athletes under the direction of a Certified Athletic Trainer
- Reported athlete progress to supervisor on a weekly basis
- Collaborated with professionals to determine treatment plans
- Designed core strength, rehabilitation, and conditioning programs
- Performed fitness evaluations and orientations
- Developed and presented modules for center's athletic injury prevention and treatment outreach program

ADDITIONAL EXPERIENCE:

DePaul University Career Center, Chicago, IL

October 2012-Present

Receptionist

- Field phone calls and refer in person visitors and callers to appropriate services, such as career and academic advising, resume/cover letter critiques, financial fitness, and employer relations
- Schedule appointments with appropriate advisors; maintain office calendars of 7 full-time professionals
- Provide help to students in navigating campus, academic processes, and university websites
- Enter new hire data into PeopleSoft for student employment

INVOLVEMENT:

DePaul AIDS Project

March 2012– Present

Vice-President

- Distribute HIV/AIDS materials to help bring awareness and support to individuals afflicted with HIV/AIDS

UNICEF-DePaul

August 2010– Present

Member

- Raise \$1500 for the awareness of children's rights and access to health services through the planning and execution of campus events

PROFESSIONAL ACTIVITIES:

- Completed 100+ hours of shadowing in a Physical and Occupational Therapy settings
- SACNAS Conference, Participant

October 2013 – Present
October 2012

SKILLS:

Proficient in Microsoft word, Excel, PowerPoint, Databases
Fluent in verbal and written Spanish

SAMPLE 4: Chronological Resume

Viraj Desai

123 Education Lane, Chicago, Illinois

555-555-5555 dpubluedemon@mail.com

EDUCATION

DePaul University, Chicago IL

Bachelor of Science in Environmental Science, Expected June 2014

GPA: 3.71/4.0

Study Abroad: Nairobi Kenya, December 2012

SUSTAINABILITY-RELATED EXPERIENCE

Navigant Power, Chicago, IL

Intern, August 2012-Present

- Prepare charts and other data illustrating the benefits of hydro and geothermal power technology for use in new account proposals
- Accompany account managers on follow up visits to potential sites
- Increase operations efficiency by maintaining fluid email, phone, and fax communication from sales agents
- Trained two cycles of new interns; Promoted to lead intern

DePaul Urban Farming Organization, Chicago, IL

Founding Member, September 2012 – Present

- Collaborate with peers to research and select crops for university's first urban farm
- Recruit and educate new members and the DePaul community on sustainable food systems
- Establish agreements with local food banks to distribute future harvests to those in need
- Construct raised beds to prevent heavy metal uptake and preserve food safety
- Design and run experiments to test soil quality

Green Belt Movement, Nairobi, Kenya

Study Abroad Volunteer, December 2012

- Engaged communities in grassroots discussions about food security as it relates to differences in American and Kenyan cultures
- Educated residents about best practices in food security infrastructure
- Utilized GIS mapping to plot current and planned infrastructure

DePaul University, Environmental Studies Department, Chicago, IL

Research Assistant, December 2011 – November 2012

- Collaborated with principal investigator to study and document the effects of pollution on urban forests
- Obtained and analyzed data through leaf litter analysis, soil sampling, and tree coring
- Drafted study findings synopsis for publication

ADDITIONAL EXPERIENCE

John T. Richardson Library, Chicago, IL

Student Circulation Assistant, August 2011 - June 2012

- Helped patrons locate books and check out items
- Arranged library books in proper Library of Congress order
- Worked independently to solve patron issues and directed them to proper departments when necessary

Benjamin Adler

2012 Ray Meyer Drive, Lincolnwood, IL 60654
(555) 555-5555 badler81@students.depaul.edu

Education

DePaul University, Chicago, IL
Bachelor of Science in Chemistry
GPA– 3.4/4.0

June 2013

Laboratory Skills

- ^1H , ^{13}C , ^1H - ^1H COSY NMR Spectroscopy
- IR, GCMS and UV Spectroscopy
- Chromatography (gas, thin layer, column)
- Preparation of microscope slides and blood samples
- Staining procedures, including Globin IHC trials, ferric ferricyanide, erythrosin B, and acid elution
- Accurate record keeping in a laboratory notebooks

Related Experience

Research Assistant, DePaul University Chemistry Department, Chicago, IL March 2012–June 2013

- Synthesized organic ligands and inorganic compounds using anaerobic techniques
- Characterized products with ^1H , NMR, UV-visible, and IR spectroscopies
- Measured interactions of the complexes with duplex DNA via melting curves
- Presented posters at one regional and two local meetings

Teaching Assistant, DePaul University, Chemistry Department, Chicago, IL March 2011–March 2012

- Planned and led help sessions and recitations
- Coordinated materials, conducted lab sessions, and graded lab reports in a timely manner
- Received award for best Chemistry Teaching Assistant

Additional Experience

Customer Service Associate, Marshall and Company, Chicago, IL January 2012–Present

- Serve customers making various payment transactions
- Process cash advances quickly and accurately to employees, resulting in being honored as Employee of the Month three times
- Balance cash receipts of previous day and compiled daily report for the auditing department, eliminating the need for a second shift employee, saving the company over \$2000 per month

Involvement

Member, American Chemical Society January 2013–Present
President, DePaul University Chemistry Club March 2012–June 2013
Participant, CIRBUS Conference January 2013
Member, DePaul University Chemistry Journal Club Summers 2011 and 2012

SAMPLE 6: Chronological Resume

Maria Tapia

2312 N. Sheffield #306
Chicago, IL 60614
(555) 555-5555
Dharris2@depaul.edu

- Objective** To enter a graduate training program in engineering, where I might utilize my creative initiative, scientific proficiencies, and a genuine enthusiasm in furthering my education
- Education** **DePaul University**, Chicago, IL
Bachelor of Science in Physics, June 2013
GPA: 3.2/4.0
- Coursework** Methods of Computational and Theoretical Physics I, II
Calculus I, II, III
University Physics I, II, III, IV
- Experience** Research Assistant, January 2011–Present
Laboratory of Dr. Jones, DePaul University Physics Department, Chicago, IL
- ◆ Perform evaluations of two scatterometers for use in measuring various dimensions of transistor gate profiles
 - ◆ Developed and modified models to improve their ability to predict profiles of patterned photoresist and etched polysilicon.
 - ◆ Conduct library research using primary and secondary sources
 - ◆ Write, edit and proofread articles for supervisor
 - ◆ Utilize SPSS, SAS, Mathematica, and Matlab to analyze data
- Research Intern (Studentship Program), Summer, 2012
European Organization for Nuclear Research (CERN), Geneva, Switzerland
- ◆ Observed, reconstructed, and catalogued cosmic ray events detected in ATLAS
 - ◆ Presented findings to professionals across Europe through webinars and in-person meetings
 - ◆ Attended weekly lectures and meetings pertaining to the subject of particle physics as part of program’s professional development offerings
- Publication** Jones, J., Smith, L., & Tapia, M. “Use of scatterometers in measuring dimensions of transistor gate profiles.” *Journal of Physics*. 15.1 (2013): 12. Print.
- Honors & Awards** Dean’s List, all quarters in attendance
Saxon-Patten Prize in Physics, Recipient, 2013
Psi Chi, Psychology Honors Society, Member, 2012– present
Psychology Club, Alumni Relations, Team Leader, 2011 – present
Golden Key Award, Recipient, 2011
- Additional Skills** Proficient in C++, UNIX, ROOT, Windows, Microsoft Office, Maple, MatLab, LaTeX, SolidEdge, SAS, Mathematica, and Independent drive

SAMPLE 7: Chronological Resume

Jennifer James

1235 Turn Arial, Niles, IL 12345
(555) 555-5555 JenniferJames@msn.com

Objective

To secure a part-time or internship position in the area of actuarial science in which I may contribute my skills in analysis, attention to detail, and communication.

Education

DePaul University, Chicago, IL Expected Graduation – June 2015
Bachelor of Science in Mathematical Sciences
Concentration in Actuarial Science
GPA: 3.6/4.0
Dean's List – all quarters in attendance

Actuarial Exams

Sitting for Exam P/Probability Theory Fall 2013
FM/2, Financial Mathematics Fall 2012

Relevant Course Work

Probability and Statistics I, II, III	Multivariable Calculus I, II	Programming in Java
Actuarial Science I, II, III	Programming in C++	Introduction to Computer Science

Relevant Work Experience

DePaul University Driehaus College of Business, Chicago, IL August 2012 – Present
Arditti Center for Risk Management Teaching Assistant

- Assist in exam proctoring and grading for three course sections each quarter
- Promote Risk Management major to students and corporate contacts via presentations and information fairs

ACE USA, Chicago, IL June 2011 – August 2011
Actuarial Science Intern

- Created reporting templates to determine future reserves for new clients
- Analyzed financial reports under the guidance of supervisor prior to authorization of a \$500,000 line of credit
- Prepared reports using Excel, Access, and VBA
- Presented final project comparing life insurance contingency and triangle reserving methods for auto liability line
- Assisted dealers and customers in creating special rates to add equipment to current lease agreements
- Performed detailed analysis of liability documents to ensure correct information for risk modeling

SAMPLE 8: Curriculum Vitae (page 1)

Joseph Doe

1234 Birchwood Drive, Apt. 602
(555) 555-5555
Chicago, IL 60614
JDoe2013@gmail.com

OBJECTIVE:

To gain entrance to a respected doctoral level Neurology program

RESEARCH OBJECTIVE:

To explore induction of large-scale reorganization of the primary auditory cortex by using cholinergic forebrain stimulation

EDUCATION:

DePaul University, Chicago, IL
Bachelor of Science in Biology
GPA 3.8/4.0

June 2013

AWARDS AND ACHIEVEMENTS:

DePaul University, Dean's List,
Robert Smith Foundation Scholarship
DePaul University, Student of the Month

All quarters in attendance
August 2012
March 2011

RELATED COURSEWORK:

General Biology
Microbiology
Calculus I, II
Anatomy & Physiology I, II
Cell Biology

Principles of Chemistry I, II
Principles of Physics I, II
Trigonometry and Pre-calculus
Comparative Vertebrae Anatomy
Stress, Hormones and the Nervous System

Genetics
Ecology
Organic Chemistry
Epidemiology
Food, Fuel for Life

RESEARCH EXPERIENCE:

Good Samaritan Hospital, Downers Grove, IL
Lead Research Assistant

January 2012-May 2013

- § Tracked and input 115 patients' vitals into SPSS to better understand the correlation between obesity and heart rate
- § Trained seven interns on the policies and procedures related to inputting and reporting patient data to ensure integrity of database

ATI Physical Therapy, Chicago, IL
Research Assistant

August 2011-December 2012

- § Utilized SPSS to enter and analyze all survey results associated to surveys within the company
- § Created final research presentation on what type of marketing is bringing in the most patients to this clinic

RELEVANT EXPERIENCE:

DePaul University-College of Science and Health, Chicago, IL
Student Assistant

December 2012-Present

- § Proctor Anatomy & Physiology labs, emphasizing correct lab and safety procedures
- § Manage advising schedules for five full-time staff members using Microsoft Outlook
- § Develop and pilot a walk-in peer advising service, increasing the number of students seen per day by 30%

SAMPLE 9: Curriculum Vitae (page 2)

J. Doe
Page 2 of 2

RELEVANT EXPERIENCE CONTINUED:

Sunnydale Senior Living, Downers Grove, IL
2012

April 2009-July

Volunteer

- § Facilitate two activities each week, such as group walks and games, to increase physical activity in residents diagnosed with dementia
- § Promote and market upcoming events within residential facility to increase attendance

COURSE PROJECTS:

DePaul University - PSY 241 - Research Methods I

January-March 2012

- § Researched the correlation between ACL injuries and successful rehabilitation strategies

DePaul University - SOC 342 - Organizational Dynamics

June-July 2012

- § Developed a circuit training program for DePaul faculty and staff

PUBLICATIONS:

Doe J., Muller .A., Wong C, Kot C. (2012). Regional, metabolic, and circadian specificity of lateral hypothalamic origins. Jun; 274 (4):R1239-1

Doe J., Kot C. Centrally administered orexin A does not increase motivation for sweet pellets under a PR5 schedule.

Doe J., Kot M. Sensitivity to orexin A is dependant on metabolic state.

Doe J., Wong, A. The Location of SH1 And SH2 in Relation to 25K Fragments. 1986 Biophysical Society Meeting (*Biophysical Journal*, 49 (5), A546).

Doe J., Hawler, P.E., Brown, A Reduced Nerve Fiber Density in HIV Sensory Neuropathy. Platform presented at 2013 American Academy of Neurology (*Neurology*, 50, A332).

PRESENTATIONS:

Doe J., Kotz C.M. (2003). Orexin-A induces feeding and Activity when administered to the nucleus accubens. *North American Association for the Study of Obesity*. Fort Lauderdale, Florida. Poster 486-P.

Doe J., Kotz C.M. (2002). Food restriction enhances LH orexin-A induced food intake. *Society for the Study of Ingestive Behaviors annual meeting*, Santa Cruz, California.

CONFRENCES:

Society for Neuroscience. Annual Conference. Los Angeles, California.

June 2012

Chicago Association of Neuroscience. Quarterly Meetings. Chicago, IL.

October 2012 and May 2013

ACTIVITIES:

DePaul University Life Science and Pre-Med Club, Member

August 2010-June 2013

DePaul University Global Brigades, Secretary

August 2012-June 2013

ADDITIONAL SKILLS:

Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and Access

Experienced in SPSS and Photoshop

Conversational in Spanish

VI. Additional Career Center Resume Resources

The Career Center offers several options for getting help in creating and perfecting your resume. Take advantage of one or more of the following services available to students and alumni:

- ❖ **Peer Career Advising:** Peer Career Advisors have been specially trained to provide resume assistance and basic career services to the DePaul community. Peers are available on a walk-in basis during most business hours or via email at peercareeradvisor@depaul.edu for questions, job search advice, resume assistance, and cover letter critiques.
- ❖ **Online Tutorial and Resources:** Visit the Career Center's website at www.careercenter.depaul.edu to access an interactive resume tutorial, Instant Message a Peer Career Advisor, or access this packet and other documents electronically.
- ❖ **Career Advising:** Career Advisors, who specialize in serving the needs of students and alumni from each of DePaul's colleges, are available to meet by appointment. Advising sessions can cover a variety of topics, including selecting a major, advanced resume development, job search strategies, interviewing skills, and other career-related concerns.

Contact the Career Center to schedule an appointment with a Career Advisor or inquire about Peer Career Advisor Availability.

DePaul University Career Center Contact Information

Lincoln Park Campus
2320 N Kenmore Ave, SAC 192
Chicago IL, 60614
(773)-325-7431

Loop Campus
1 E. Jackson Blvd, Suite 9500
Chicago IL, 60604
(312)-362-8437