

Keep it to one page, if at all possible, and use a simple 10-12 point font.

There are many different ways to write a resume. This is a good sample that works well for most new graduates.

CHRIS BROWN
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Current Address:

3450 Nicholasville Road, Apt. #161
Lexington, Kentucky 40508
(859) 555-0123

Permanent Address:

324 Smithfield Road
Owensboro, Kentucky 42303
(270) 555-4321

If your current and permanent address are the same, it typically looks nicer to simply center that address under your name.

OBJECTIVE:

To obtain a full time position as a process engineer in a team environment solving environmental, process, or development related problems.

What makes YOU different?

EDUCATION:

University of Kentucky, Lexington, Kentucky
Bachelor of Science in Chemical Engineering, May 2004
GPA: Chemical 3.25, Cumulative 3.6
College of Engineering Dean's List four semesters
50% self supporting through college with employment and scholarships.

Begin each topic on a separate line for maximum readability when presenting your resume in person. Or, to maximize space, you may write in paragraph form and separate items with commas and/or semi-colons.

Group Projects: Using FORTRAN/BASIC to create problem solving programs; MAX flowsheets - process analysis from mass and energy balances; Quattro Pro - graphing and analyzing data on a spreadsheet.

Relevant Courses: Equilibrium thermodynamics, polymeric materials, biochemical engineering.

Activities: American Institute of Chemical Engineers Community Service Chair, Participant in Society of Women Engineers. Volunteer work includes: Merit Days for Exceptional Students, College of Engineering and Collegians Recruitment Phonathon, Participated in Duncan Park Revitalization Project with the Lexington Young Professionals Association.

Outcome Oriented!

EXPERIENCE: *Use the word "Experience", as opposed to "Work Experience", to include a wider range of possibilities!*

Product Design Co-Op Engineer, GE Appliance Park, Louisville, Kentucky, Summer 2003

Implemented projects worth \$150,000 in annual savings, developed functional specifications for a new ice dispenser design, coordinated the manufacture of prototype parts, presented proposals to the marketing and engineering communities at GE. Positive work traits include dependability, leadership skills, sense of humor, mature judgment, and high energy level.

President, Society of Women Engineers Student Chapter, August 2002 - May 2003

Coordinated committee for the annual Career Fair. Established guidelines for invitations, hotel and transportation issues, and arrangements with university. Corresponded with thirty-five employer representatives. Made recommendations concerning campus advertisement to committee members. Presided over monthly meetings, maintained correspondence with national society office.

If you were an officer in an organization, this can be included under "Experience".

COMPUTER EXPERIENCE:

Programming languages: C, Pascal, HTML, COBOL, PL/1, AWK, REXX, Focus.
Software: Word, Word Perfect, Excel, Paradox, SQL, Lotus 1-2-3.
Networking - NetWare, IBM LAN Manager, Appleshare, Ethernet, TokenRing.
Environments: UNIX, MS-DOS, Windows, OS/2, NextStep, VM, PPRIOS.
Hardware - IBM (Intel/Mainframe), VAX, HP, PRIME, Macintosh.

Computer Science Majors, or those with major CS expertise should list a separate category of "Computer Experience". The average user can conserve space by listing this under "Education".

*You may leave off references. It is understood that you will provide references.
Other categories to include under "Education" are: Awards, Honors, Publications, Security Clearances, etc.*

Use plenty of "action" verbs to describe your experience!