Resume Development

KATINKA CSIGI

Chemia Workshop
March 30, 2015
Industries Using Chemistry Degrees

- **Pharmaceutical Companies:**
  research and development, quality control, management, regulatory control, sales and marketing, manufacturing, environmental health and safety and manufacturing
  - Extensive list at [www.pharmacy.org/company.html](http://www.pharmacy.org/company.html)
  - Companies include
    - Abbott Labs: [www.abbott.com](http://www.abbott.com)
    - Baxter Healthcare: [www.baxter.com](http://www.baxter.com)
    - Pfizer: [www.pfizer.com](http://www.pfizer.com)
    - Eli Lilly: [www.elilily.com](http://www.elilily.com)
    - Bristol Meyers Squibb: [www.bms.com](http://www.bms.com)
    - Bayer: [www.bayer.com](http://www.bayer.com)
    - Genentech: [www.gene.com](http://www.gene.com)
    - Roche Pharma: [www.rocheusa.com](http://www.rocheusa.com)
    - Novartis: [www.novartis.com](http://www.novartis.com)

- **Bulk Commodity Chemical Companies:**
  Manufacture all the solvents and other reagents that are used in research labs. Positions include sales and marketing, research and development, management, chemical production, quality assurance and quality control
  - Sigma-Aldrich: [www.sigma-aldrich.com](http://www.sigma-aldrich.com)
  - Honeywell & Jackson: [www.bandj.com](http://www.bandj.com)
  - Ace Chemicals: [www.acechem.com](http://www.acechem.com)
  - BASF: [www.basf.com](http://www.basf.com)
  - Dow Chemical: [www.dow.com](http://www.dow.com)
Industries Using Chemistry Degrees

- **Food Manufacturing Companies:** Positions include research and development, quality control, and regulatory control. Range of products such as beverages, baking goods, prepackaged foods, baby foods and pet care.
  - Kraft: [www.kraft.com](http://www.kraft.com)
  - Nestle: [www.nestle.com](http://www.nestle.com)
  - Kellogg's: [www.kelloggs.com](http://www.kelloggs.com)
  - Proctor and Gamble: [www.pg.com](http://www.pg.com)
  - Gerber Foods: [www.gerber.com](http://www.gerber.com)
  - General Mills: [www.generalmills.com](http://www.generalmills.com)

- **Paint, Plastics, Coatings, Etc...Companies:** Positions include research and development, product development, and applied technology development. Products include coatings, solvents, plastics, resins, adhesives, rubbers and other polymers.
  - Valspar: [www.valspar.com](http://www.valspar.com)
  - 3M: [www.3m.com](http://www.3m.com)
  - BASF: [www.basf.com](http://www.basf.com)
  - Dow Chemical: [www.dow.com](http://www.dow.com)
  - DuPont: [www.dupont.com](http://www.dupont.com)

- **Personal, Baby and Household Care Product Companies:** Positions include research and development of new products and in quality assurance. Include baby care, paper towels, tissue, bathroom tissue, shampoos, cosmetics, soaps, and detergents.
  - Johnson and Johnson: [www.johnsonandjohnson.com](http://www.johnsonandjohnson.com)
  - Kimberly Clark: [www.kimberly-clark.com](http://www.kimberly-clark.com)
  - Proctor and Gamble: [www.pg.com](http://www.pg.com)
  - Revlon: [www.revlon.com](http://www.revlon.com)

- **Petroleum Industry:** Produce gasoline, oils, lubricants, fabrics, fibers, explosives, fuel additives, and zeolite catalysts. Positions include research and development, geosciences, process design, applications research, earth sciences and technical support.
  - Mobil: [www.mobil.com](http://www.mobil.com)
  - British Petroleum: [www.bp.com](http://www.bp.com)
  - Chevron: [www.chevron.com](http://www.chevron.com)
  - Phillips Petroleum: [www.phillips66.com](http://www.phillips66.com)
  - Exxon: [www.exxon.com](http://www.exxon.com)
  - Union Carbide: [www.dow.com](http://www.dow.com)
Suggested Search Engines

- **C&Enjobs**
  - [http://chemistryjobs.acs.org/jobseekers/](http://chemistryjobs.acs.org/jobseekers/)
    - (searches chemical jobs worldwide)

- **Chemjobs**
  - [www.Chemjobs.net](http://www.Chemjobs.net)

- **HigherEdJobs**
  - [http://www.higheredjobs.com](http://www.higheredjobs.com)

- **Jobs2Careers**
  - [http://www.jobs-to-careers.com](http://www.jobs-to-careers.com)

- **BioSpace**
  - [http://www.biospace.com/](http://www.biospace.com/)
Search Engines Continued

- **AAAS Science Careers**
  - [http://jobs.sciencecareers.org/jobs/chemistry/?gclid=CIZxk77czsQCFdcXgQoduLUAWw](http://jobs.sciencecareers.org/jobs/chemistry/?gclid=CIZxk77czsQCFdcXgQoduLUAWw)

- **Kelly Scientific**
  - [http://www.kellyscientific.com](http://www.kellyscientific.com)

- **Lab Support**
  - [http://www.oalabsupport.com](http://www.oalabsupport.com)

- **Kforce**
  - [http://kforce.com](http://kforce.com)
What Can I Do With a Major in Chemistry?

Chemistry majors learn to think creatively, troubleshoot complex problems, perform detailed analyses, and make decisions based on research. These skills are highly valuable in any workplace, and have applications in virtually every field.

About 25% of students who major in chemistry work as chemists. Chemists develop products that we rely on each day. Without chemists, we wouldn’t have clean water and medicines. Some of the fabrics that we wear wouldn’t exist without chemists, and believe it or not, neither would many of the foods in our refrigerators. If you want to pursue a career where you can have an impact on the lives of people throughout the world, then a chemistry degree can provide the background that you need to do so.

Not all graduates from chemistry programs go on to work as chemists, though. While many do work in a field closely related to chemistry, others choose to take a completely different path. Sales and teaching positions are among the most common career choices for those who pursue a career in an unrelated field.

It’s very common for chemistry majors to attend graduate school after they complete their undergraduate studies. These graduates make great candidates for medical school, optometry school, dental school, pharmacy school, and veterinary school. Since chemistry majors develop strong research skills, they are also successful in law school, and many go on to work as patent lawyers.
Other Options to Consider

- Laboratory research (with B.A./B.S technician level)
- Teaching (higher level education required)
- Graduate School: Chemistry, Biosciences, Medicine (Med, Veterinary, Dental, Pharmacy), Forensics, Chemical Engineering, Law, Business (MBA)
- Business: Sales/Marketing, Production, Management
- Computer Software/IT: Programming
- Information/Library (MLS preferred): Technical information, Special Librarianship, Chemical Informatics, Indexing/Abstracting/Database Production
- Communication: Technical Writing, Editing professional publication, news reporting
- Regulatory Affairs/Policies: Government agencies, Non-governmental organizations, Non-profit organizations
- Entrepreneurship
“Survival of the Fittest”

"Better adapted for immediate, local environment"

Charles Darwin
TALKING SCIENCE
A Science Communication Symposium
Presented by the Boston University Biogeoscience Program

Wednesday April 22, 2015  1:00 – 5:30 pm
BRB 113, 5 Cummington Mall

1:00-2:00 pm  Communicating science: Translating complex concepts for broad audiences
David Epstein is a meteorologist for The Boston Globe, WBUR, and The Portland Press Herald. He teaches meteorology at Framingham State University and Colby College and runs a popular weather blog, Weather Wisdom.

2:15-3:15pm  Understanding media to illuminate environmental science, research, and policy
Ellen Ruppel Shell is a professor of journalism in the Boston University College of Communications and Co-Director of the Center for Science and Medical Journalism. She is a correspondent and contributing editor for The Atlantic and writes about science and public policy for a wide range of publications. She is also an author, most recently of Cheap: The High Cost of Discount Culture (Penguin).

3:30-4:30 pm  Sniffing out science stories
Ari Daniel is a radio and multimedia science journalist. He has contributed stories to The World (PRI), Living on Earth (PRI), All Things Considered (NPR), and Radiolab (WNYC), and a variety of other academic, non-profit, and media outlets. In addition, Ari produces online games about topics such as evolution for NOVA. He holds a Ph.D. in Biological Oceanography from MIT and WHOI and specializes in using multimedia to tell stories about science.

Refreshments and informal discussion to follow
Be Mindful About the Job Search

- **Review Job Description**
  - Research company / position / even the industry
  - Network if you can
  - Focus your resume

- **Logistics**
  - Cover letter?
  - Online application? Does it take pdf?
  - Paper / email application?

- **Keep your potential reference writers “in the loop”**
Job from C&E News

Analytical Chemist
Kelly Scientific Resources

Kelly Services® has been providing outstanding employment opportunities to the most talented individuals in the marketplace. We are proud to offer a long-term temporary opportunity to work as an Analytical Chemist in a prestigious Fortune 500® medical Device company located in Cambridge, MA.

By working with Kelly in this role, you would be eligible for:
- A competitive hourly pay rate with weekly checks
- Access to newly expanded Medical Plan options
- Online continuing education via the Kelly Learning Center
- Several employee discounts
- And more!

This is a 6 month temporary position at 40 hours per week.

Important information: This position is recruited for by a remote Kelly office, not your local Kelly branch. To be considered for this position, you must use the "submit now" button below to submit your resumes. If you have questions about the position, you may contact the recruiter recruiting for this position (kait815@kellyservices.com) however your resume must be received via the "submit now" button included within.

Summary:
- Chemical and Pharmaceutical Profiling (CPP) is seeking a highly motivated Scientist to contribute to the development of late stage discovery compounds.

Essential Duties and Responsibilities:
- The candidate will be responsible for daily maintenance and operation of several High Performance Liquid Chromatography (HPLC) and Ultra Performance Liquid Chromatography (UPLC) systems.
- Candidate will troubleshoot instrument and software issues independently and in collaboration with the manufacturer's on-site maintenance team.
- Duties include running of stability studies for novel chemical compounds and preparation of instrument mobile phases and buffers.
- Additional laboratory tasks will be assigned as required.

Qualifications:
- The candidate must be highly motivated, able to work collaboratively with others, exhibit strong work ethics and be proficient in oral and written communication
- The candidate must demonstrate basic competencies in chemistry and in working with analytical laboratory equipment.

Education:
The candidate should have a B.S. or M.S. degree in chemistry, pharmaceutics or related discipline, with or without research experience in industry.

If you are interested in this opportunity, please submit resume now!

About Kelly Services®
Kelly Services, Inc. (NASDAQ: KELYA, KELYB) is a leader in providing workforce solutions. Kelly® offers a comprehensive array of outsourcing and consulting services as well as world-class staffing on a temporary, temporary-to-hire, and direct-hire basis. Serving clients around the globe, Kelly provides employment to more than 560,000 employees annually. Revenue in 2012 was $5.5 billion. [Visit...]

Posted: January 24, 2014
Location: Cambridge,
Salary: Open
Type: Full Time - Entry Level
Analytical Chemist
Kelly Scientific Resources

Kelly Services® has been providing outstanding employment opportunities to the most talented individuals in the marketplace. We are proud to offer a long-term temporary opportunity to work as a Analytical Chemist in a prestigious Fortune 500® medical device company located in Cambridge, MA.

By working with Kelly in this role, you would be eligible for:
- A competitive hourly pay rate with weekly checks
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- And more!

This is a 6-month contract position at 40 hours per week.

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Kelly Scientific Resources
Website
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Resume Development Resources

- BU Center for Career Development
  - http://www.bu.edu/careers/resumes-cover-letters/
  - Offer workshops and individual reviews
- BU College of Engineering Career Development Office
  - http://www.bu.edu/eng/careers/
- American Chemical Society
  - http://www.acs.org/content/acs/en/careers.html
- AAAS (American Association for the Advancement of Science)
  - http://sciencecareers.sciencemag.org/tools_tips/how_to_series
- Wellesley College
  - http://www.wellesley.edu/cws/career/resumes
Do an “Inventory”

- Jobs and employment of all types (salaried, grant-funded, unpaid, summer, temporary, part-time)
- Internships and training programs with companies, organizations, or schools
- College courses, training seminars, or academic conferences
- Professional associations, societies, awards, grants, and fellowships
- Volunteer or community service experiences
- Experiences leading groups
- Campus activities Contribution(s) to publications
- Computer skills
- International language abilities
- Relevant international travel.
- Hobbies that are related to your career field
- Unusual or unique experiences that may catch the reader's eye.
What is a Resume?

- Marketing Tool
- Detailed but concise summary of skills, experience, qualifications
- On average employers spend 20 to 30 seconds skimming a resume
- Readability is very important
- A resume does not get you a job offer, it will only get you an interview
Aspects

- Do not use templates, make it individual to you
- Readability (font size, margins, headers)
- Neatness (balance, spacing)
- PROOFREAD
- Keywords: employers are looking for skills, experience, qualifications that are relevant to the specific job they are trying to fill
- Length: undergraduate resumes must be exactly one page
- Emphasize your qualifications: we read left to right, top to bottom
- Quality: use good quality paper, laser printer, NEVER photocopy
Resume or CV?

<table>
<thead>
<tr>
<th></th>
<th>CV</th>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is it?</td>
<td>Full list of professional and educational history</td>
<td>Summary of experience and skills most pertinent to the position</td>
</tr>
<tr>
<td>How long?</td>
<td>Usually many pages; length is not important</td>
<td>Usually one page, sometimes two</td>
</tr>
<tr>
<td>When used?</td>
<td>Academic positions</td>
<td>Every other type of job outside of academia and research science</td>
</tr>
<tr>
<td></td>
<td>Research positions in government or industry</td>
<td></td>
</tr>
<tr>
<td>Publications?</td>
<td>Full list is essential</td>
<td>Rarely included</td>
</tr>
<tr>
<td>Style?</td>
<td>Content matters more than style</td>
<td>Style and content are both important. Bad style is liability</td>
</tr>
<tr>
<td>Layout?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customize</td>
<td>CVs do not need much modification</td>
<td>Should be adapted to fit each specific job</td>
</tr>
</tbody>
</table>
FAQ

http://www.bu.edu/careers/resumes-cover-letters/resumes/resume-faqs/

- Should I include both my home and school address?
- Can I abbreviate?
- What if I am interested in several types of jobs?
- Should I include high school information?
- How do I decide which job duties to list first?
- How detailed should my descriptions be?
- I am an international student with permission to work in the US, should I include that info in my resume?
- Should I include an objective? Profile? Highlights?
Objective / Profile / Highlights

- Something an employer will pay attention to
- Clear concise statement that tells the employer what you are looking for, what you can contribute
- Give reviewers direction while reading the rest of the resume
- Single sentence, two at most
  - Position you want and skills you prefer to apply/develop; or
  - Long term career goals
- Avoid statements that focus too much on the job you are applying for
Resume Elements

- **CONTACT INFORMATION**
  - Name
  - Telephone number (with a professional voicemail recording)
  - Email address (professional)
  - Address: Current and/or permanent
  - Optional: Website, LinkedIn profile address, or social media contact if relevant

- **EDUCATION**
  - Name of the institution, city, and state
  - Degree (Bachelor of Arts, Master of Science, etc.)
  - Major(s), minor(s), or concentration(s)
  - Year and month degree was completed or expected
  - GPA (optional)
  - Relevant coursework (optional)
Resume Elements

- **EXPERIENCE**
  - All relevant experiences both paid and unpaid
  - The organization name, position title, location and dates, and a description focusing on your accomplishments and skills
  - Descriptions with strong action verbs
  - Your value and added contributions

- **OPTIONAL ADDITIONAL SECTIONS**
  - Objective
  - Profile, professional summary, highlight of qualifications
  - Skills
  - Interests
  - Honors or awards
  - Club or professional organization memberships
  - Leadership
  - Certifications
  - Publications (this may also be listed in a separate document)
Experience

- Quantify experiences to convey size and/or scale of projects, budgets, and results.
- What was “value added” about your contribution?
- List relevant accomplishments and skills, NOT job duties and responsibilities.
- Include instances where you:
  - Utilized resources effectively, such as reducing expenses
  - Created ideas that resulted in successful adoption by others or that you have implemented yourself
  - Demonstrated effective leadership or management
  - Managed or supervised other people well
  - Increased your responsibilities
  - Solved a problem
  - Received recognition
Example

• **Before:**
  Responsible for ordering materials and supplies for three laboratory projects

• **After:**
  Oversaw efficient ordering and distribution of consumables supporting three laboratory research projects
Your Name

22 Bogus Drive • Rochester, New York 14617 • (385) 555-5555
Email address

OBJECTIVE
To obtain a position in a laboratory using analytical chemistry. Primary interests include research in biochemistry, but not limited to this area.

EDUCATION
Nazareth College of Rochester
B.S. in Chemistry
Minor in Biochemistry
May 2013 GPA: 3.34/4
Dean’s List, two-semesters
PhiEta Sigma, Freshman Honor Society

RELATED COURSEWORK
• Organic Chemistry and Laboratory
• Introductory Genetics and Laboratory
• General Chemistry and Laboratory
• Introductory Physics and Laboratory
• General Biology and Laboratory
• Laboratory Safety Workshop
• Analytical Chemistry
• Calculus I, II, III

LABORATORY SKILLS
• H-, C, H COSY NMR Spectroscopy
• IR, GCMS, and UV Spectroscopy
• Standard Chemical Laboratory Techniques
• Chromatography (gas, thin layer, column)
• Preparing of microscope slides and blood samples
• Staining procedures including Globin HIC trials, ferric ferricyanide, erythrosin B and acid elution
• Accurate record keeping in a laboratory notebook

COMPUTER SKILLS
• Acorn NUTS, OMNIC IR processing, Spartan '02 Molecular Modeling, Chemfinder, ChemDraw,
• HP-ChemStation, Microsoft Word, Excel, PowerPoint

RESEARCH EXPERIENCE
University of Rochester, Rochester, NY (Summer 2012)
Research Assistant - Aided in continuing research toward the discovery of the location of enucleation of primitive erythrocytes in the blood of fetal mice through the analysis of erythrocytes in various stages of fetal development. Applied several standard staining procedures to locate and highlight both nucleated and enucleated erythrocytes. Viewed the blood cells using a compound microscope and documented observations using videomicroscopy.

BUSINESS EXPERIENCE
Seabreeze Amusement Park, Rochester, NY (2008-2011)
Office Assistant/Secretary (2011) - Successfully managed the rigors of a professional business office. Answered phones, questions of customers and employees and relayed messages to appropriate department or manager. Entrusted to distribute employee paychecks and handle other forms of paperwork. Modeled professionalism while retaining a positive and outgoing demeanor.

Games Department Employee (2008-2010) - Effectively sold and facilitated several amusement park games. Displayed positive, cheerful demeanor to attract customers. Made change and answered questions for interested customers.

COLLEGE EMPLOYMENT
Lorette Wilmot Library of Nazareth College, Rochester, NY (09/09-511)
Main Desk, Computer Lab, Equipment - Utilized strong organizational skills and broad-based knowledge of library holdings and processes to provide assistance to patrons. Consistently provided friendly and professional service in a quick and efficient manner. Selected to train new employees.

COLLEGE ACTIVITIES
• Science Club (2009-Present)
• Concert Choir (2009-2010)

COMMUNITY SERVICE
• Annunciation Greek Orthodox Church, Choir (2007-Present)
• American Red Cross, Kids Project Volunteer (2005-2009)
Jane P. Edwards  
5500 Wabash Avenue, Box 0001  
Terre Haute, IN 47803  
(812) 877-8511  
jane.p.edwards@rose-hulman.edu

Objective: Summer internship related to the mechanical engineering field

Education: **Bachelor of Science Mechanical Engineering, May 2008**  
Rose-Hulman Institute of Technology, Terre Haute, IN  
Status: Freshman  
Related Courses: Drafting and AutoCad (high school), statics, introduction to design  
Highland High School, Salt Lake City, UT  
Graduated May 1998 with honors  
National Merit Scholar, National Honor Society, Salutatorian

Skills:  
- Windows, Cadkey, Microsoft Word & Excel, HTML, Java  
- Fluent in German  
- Soldering, familiar with operation of lathes and milling machines  
- Leadership and teamwork abilities

Experience: **Granger Lawn Care Service**, Granger, UT  
*Owner/Operator*
- Sold lawn care services door-to-door  
- Hired and supervised three employees in mowing and caring for 15 neighbors’ lawns  
- Netted $1500 after costs in three months with 100% return customers the following summer

**Highland High School**, Salt Lake City, UT  
*Prom Committee Chair*
- Organized and motivated committee of 8 classmates to raise $2000 for the Senior Prom  
- Planned and executed successful evening with over 400 in attendance

Honors:  
- Edsel Ford Scholarship for Innovation in Design - awarded by Ford Motor Co. for best science fair project  
- Earl Greef Memorial Scholarship  
- Attended American Youth Leadership Conference  
- Westinghouse Science Talent Search finalist

Activities:  
- Highland High School, Student body president, raised $5000 for new scoreboard  
- Chi Omega, finance committee  
- Drama Club, member  
- Habitat for Humanity  
- Rose-Hulman Women’s Volleyball Team

References available on request
Electronic Resume

- Convert Hardcopy Resume to Text Only or Plain Text
  - Save it in “plain text” or “ASCII text” format, the resulting filename will have the extension “.txt” after it
- Adjust Text Only/Plain Text document
  - Make your resume one continuous electronic document (if two pages)
  - Limit each line to 60 characters including spaces
  - Use a monospaced font like Courier
- Use all CAPS for words that need special emphasis.
  - Use all CAPITALIZED letters to highlight important words, phrases, and headings instead of bolds, underlines, and italics.
- Replace bullet points with a standard keyboard symbol.
  - Dashes (-); Plus Signs (+); Asterisks (*); Double Asterisks (**).
- Use Keywords
  - Keywords are labels that a computer uses to match you to what an employer wants.
  - Instead of saying “proficient in software use,” say “Software: Microsoft Word, Microsoft Excel”
SAMPLE TEXT-BASED RESUME
Monospaced; line length: 60 characters. There are other text-based formats; this is just one example.

JENNIFER BARDEL
10001 Anylane
Anywhere, CO 99999
Home: (555) 676-8989
Work: (555) 767-9898
jbardel@colorado.edu

EDUCATION:
University of Colorado, Boulder, CO
-----------------------------------------------
* BA in Journalism; Minor in Kinesiology.
* Overall GPA: 3.25 on 4.0 scale.

JOURNALISM EXPERIENCE:

Rocky Mountain News, Denver, CO, January-May 2011
-----------------------------------------------
* Sports Writer
Covered University of Denver baseball season and weekly high school track. Wrote an average of three stories per week. Also wrote a weekly column. 20 hours per week.

The Patriot Ledger, Quincy, MA, May-August 2010
-----------------------------------------------
* Metro Desk and Features Desk Reporter
Covered variety of news, including local politics, courts, crime and education. Feature work included stories on local summer theater and special program for retired executives.

Colorado Daily, University of Colorado, Boulder, CO, September 2009-May 2010
-----------------------------------------------
* Sports Editor
Supervised staff of 15 writers. Assigned and edited approximately 20 stories per week. Coordinated coverage of all CU varsity sports.

SKILLS:

* Macintosh, Quark XPress, PageMaker and Photoshop.
* Use electronic databases on the Internet to check facts.

ACTIVITIES:

* Vice President, Society for Collegiate Journalists, CU chapter.
* Program Coordinator, Chappelear Hall, CU campus.
* Volunteer since 2008, Special Olympics.
What NOT to Include

- Social security number
- Personal information
- References
- Anything negative
- First person pronouns
- Your picture
Networking
References
On-line identity
Resume of the future? According to the Career Thoughts Leaders Consortiu:
“the resume, as we know it now, is not likely to exist in the future. Some believe that the resume will be replaced by a social media profile such as LinkedIn. Yet others believe that if the resume does survive, it will be very short and concise, possibly even suitable for a 140 character tweet”.