

**Resume:** A 1-page document highlighting educational background, experiences, and skills relevant to the position you are applying for, whether for a research, internship, volunteer, funding, or job opportunity.

**CV or Curriculum Vitae:** A variable length document providing a full history of all academic and research experiences and accomplishments. Most commonly requested for teaching or advanced research positions.

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## **General Formatting:**

- You can use a traditional resume format or a more graphic template. There are benefits and drawbacks for each. A standard format makes it easy for the reader to find relevant areas. A fancier template can make your resume stand out from others.
- Margins can be as small as ½ inch all around or as large as 1 inch all around
- Font size should not be smaller than 10 pt. or larger than 12 pt., with your name at the top and category titles (Education, Experience, etc.) being the only exceptions. Examples of sans serif fonts include Calibri (used in this document), Arial, and Roboto.
- Unless specifically requested, avoid using serif fonts (ex. Times New Roman) and italics. Both are more difficult for reviewers with visual or cognitive disabilities to read. Don't make reviewers work harder!
- Abbreviate ALL months to just the first 3 letters with no punctuation (ex. January = Jan, October = Oct, May = May). This allows for cleaner formatting with all dates down the right side of your resume.
- Be consistent throughout your document: if one section title is all caps, all should be; if there is a space left below one section title, all should have a space.
- Always proofread, Proofread, PROOFREAD your document – spelling, formatting, typos can all cost you a position!
- Always send out your resume as a PDF file. Be sure to check formatting in PDF version before sending.

## **Heading:**

- Your name can be centered or left justified, a 14 pt. or larger font size, and bolded. Consider using all caps also.
- Include your Hopkins email as a student, your cell phone number, and your LinkedIn profile hyperlink (if applicable), GitHub or other personal site. If you include URLs be sure they are working hyperlinks!
- Do NOT include any physical address – we live in a virtual world!!

## **Education:**

- **Do** include the name of any higher ed institutions, like JHU, you have attended; the degree you have or intend to receive (ex. BS or Bachelor of Science in Biology); and the month & year you receive or expect to receive your degree or date range you attended (if you left an institution before graduating).
- **Do NOT** include your high school information, 'relevant' courses, your GPA, any awards, or distinctions.

## **Experience:**

- List all relevant research, work, or volunteer positions in chronological order from most recent to oldest.
- Line 1 should be bolded and include your position title (left justified) and the dates you worked there (right justified).
- Line 2 should include who you worked for and where.
- Include 2-3 bullets for each position (use strong verbs and watch your verb tense, be consistent)
  - What you did.
  - What tools/ techniques/ technologies did you use/ learn/ teach?
  - What impact you had on the project/ the team/ the target group/ yourself (best shown as measurable change.)
  - If in any position you had many tasks of different natures, you may categorize and have 2-3 bullets for each 'category.'
  - Note: unrelated jobs (like part-time summer jobs) can highlight acquired soft skills. Once you gain more relevant experiences, those positions can be removed.

## **Professional Organizations:**

- List all relevant professional organizations you belong to.
- Include membership dates and any leadership or committee roles you have held.

## **Extracurricular:**

- This section is optional. Once you have a robust experience section, this section should be removed.
- Your extracurriculars can highlight soft skills you have acquired in areas leadership, commitment, organization.
- What can be included? Clubs/groups/teams/community service you held a leadership role in, participated in for multiple years, coordinated a project for.

## **Skills:**

- Categorize your skills: languages, programs/ platforms, certifications, other as you decide.
- Make each 'category' a separate line with the skills listed and separated by commas.
- Check through every experience you posted (and the ones that you left on your 'master' CV) to see if there are any tools, technologies, or techniques you used, learned, or taught that can be listed in this skills section!

---- Sample resume included on next page ----



# Undergrad Resume Best Practices

## YOUR NAME

your.email@jhu.edu

your cell number

your LinkedIn page

## Education

Johns Hopkins University, Baltimore, MD

B.S. in Neuroscience, minor in Spanish for Professionals

expected May 2025

## Experience

### **Undergraduate Research Assistant**

**Jan 2021 – present**

Professor Mary Brown, Alzheimer's Center, Johns Hopkins School of Medicine, Baltimore, MD

- Investigate TDP-43 cytoplasmic inclusions as a neuropathology in Alzheimer's Disease and other neurodegenerative diseases
- Learned essential lab techniques such as cell culturing, cell transfection, cellular mRNA and protein extraction, Western blotting, and MDS immunoassay
- Conducting independent research project: developing ACTL6B as a biomarker for TDP-43 loss of function

### **Volunteer**

**Jul 2018 – Jul 2021**

Memory Matters, My hometown

- Assisted clients with basic tasks and needs
- Helped create engagement activities

### **Shift Manager and Barista**

**Jul 2019 – Jul 2021**

Cuppa Joe Coffee Shop, My hometown

- Processed and prepared customer orders; assisted in equipment maintenance
- Supervised staff assuring customer satisfaction and company standards

## Extracurricular

### **Captain and member of Cross-Country team**

**Sep 2017 – Jun 2021**

My high School, My hometown

- Led team in regular warm up routine, mentored freshmen
- Helped team win Country Championship in 2020-2021 season

## Skills

**Technical:** MATLAB, Python (basic), Western Blot

**Languages:** Spanish and English

**Certifications:** CPR certified, Animal Care and Use certified, Basic lab Safety certified

HOUR is happy to provide feedback on your drafts prior to submission for any program. Email your files to [HOUR@jhu.edu](mailto:HOUR@jhu.edu) at least 24 hours (one business day) prior to a scheduled meeting with HOUR staff so we can give them the attention they deserve.