Resume: An undergraduate resume should not exceed one page. This document should highlight your educational background, and experiences, and skills relevant to the position you are applying for, whether for a research, internship, volunteer, funding, or job opportunity. It is not uncommon to have multiple versions of your resume focused on/ highlighting different interest areas/ positions. It is recommended that you maintain a master resume (multiple pages as needed) of ALL experiences) to prevent losing/ forgetting information as you create targeted (1-page) resumes.

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

We have included a template example of a 1-page resume at the end of this document for your reference.

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 content. A more graphic 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 style: 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! Examples of sans serif fonts include Calibri (used in this document), Arial, and Roboto.
- Font size:
    - General content: should not be smaller than 10 pt. or larger than 12 pt.
    - Name and section titles (Education, Experience, etc.): Can be larger fonts (14 or 16 pt).
- Abbreviating ALL months to just the first 3 letters with no punctuation (ex. January = Jan, October = Oct, May = May) allows for cleaner formatting with all dates down the right side of your resume.
- Use consistent formatting and spacing 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 look sloppy and 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.

SECTIONS:

Heading:

- Your name can be centered or left justified, a 14 pt. or larger font size, and bolded. Consider using all caps.
- 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 without graduating).
- You can include information about institutions you attended but do not intend to graduate from (study abroad, visiting, other).
- You can include a GPA or distinctions (Dean's List, valedictorian, other) next to degree listing.
- **Do NOT** include your high school information, 'relevant' courses, your GPA, any awards, or distinctions.

Experience:

- List all relevant research, work, or volunteer positions (related to your field) 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** (right justified).
- Line 2 should include who you worked for (mentor/ supervisor) 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 omitted.

Professional Organizations: (if relevant)

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

Presentations: (if relevant)

- Include presentation title in bold or italics.
- List the name and date of the conference.
- List related publications with presentations.

Publications: (if relevant)

- Include: author's name/s (last name, first initial), date, article title (in quotes or underlined), publication name, volume (issue), page range (as applicable).
- Include pending work (submitted for review but not yet published).
- Draw attention to your byline. If you are a co-author, include all names but **bold** yours.

Extracurricular: (Can be omitted if other sections are robust enough to fill page)

- 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!

---- Template 1-page resume included on next page ----

YOUR NAME

your.email@jh.edu   your cell number   your LinkedIn

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

Presentations

My Research Project Title   **Apr 15-19, 2024**
HOUR Spring Dreams, Johns Hopkins University, Baltimore, MD

Publications

Jones, M.J., **Smith, T.L.,** Brown, N.R. (2024). "My Research Publication." *Journal of Research*, vol. 12, pp. 12-16

Skills

Technical: MATLAB, Python (basic), Western Blot, EPIC
Languages: Spanish (primary), English, (fluent), Italian (intermediate)
Certifications: CPR certified, HIPAA 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 at least 24 hours (one business day) prior to a scheduled meeting with HOUR staff so we can give them the attention they deserve.