

Tips for Writing a Resume

Resumes should capture the highlights of your career and emphasize what you do exceedingly well. Think about what skills you possess and the experiences you have had in your career. Create a document with the following information regarding your achievements throughout your career and please include dates where appropriate. **Be as detailed as you can when describing your experiences** and keep in mind that key word search programs are frequently used to locate resumes and Experts of potential interest. Due to these searching methods, the length of a resume is not an issue. Please visit the 'Enroll as an Expert' pages on our website for a resume template.

Summary

Write a short summary of your past experience and skills to entice the reader to want to know more about your abilities.

Core Competencies/ Fields of Expertise

Create a list of what you excel at and the skill sets you have developed - **BE SPECIFIC**

- Describe the specific areas of your field in which you are knowledgeable
- Instead of engineering, say chemical or electrical engineering
- Use terms such as: Good Laboratory Practices, Reaction Injection Molding, Lean systems analysis, research on microbial enzymes, or management of an agribusiness venture.
- Avoid abbreviations and acronyms unless they are standard ones used in the industry.
- When using brand names, please describe the product unless it is universally known.

Education/ Certification/ Licensure

- List all education and formal training you have had including any computer training courses or company specific training you received
- List any past or current licenses that allow you to practice in a particular field or state

Professional Experience

- List the companies you worked for, positions, and length of time you held each position
- Describe the skills you developed
- Mention any achievements or milestones attained during your career
- Include any instances when you had a leadership role
- International experience is also beneficial to explain
- Military Service - Describe any training you might have received and any skills developed during your service. Also include any achievements, milestones or any unique job experiences
- Society Memberships - List any technical societies you are a member of and include any leadership roles you have held while a member

Patents/ Awards/ Publications

- List any awarded or pending patents
- List any company or society awards you may have received
- Provide a list of your most recent publications