

Framework for Crafting a Resume

Your resume is your biographical highlights reel. It should grab the reviewer's attention by showcasing the skills, experiences, and knowledge relevant to the specific position or program to which you are applying.

Just like a good film sequence, it should also tell a *coherent* story. You want to convey that you are competent, qualified, and enthusiastic in a way that demonstrates you have a clear professional trajectory.

Format

Formatting choices can either help frame your accomplishments, or completely muddle them. Use capital letters, boldface, italics, underline and indentation judiciously to provide clarity, and **be consistent** with the formatting between and within sections. Choose a font that is professional and legible, not distracting. Resumes are not an appropriate venue for gimmicks. Keep it clean.

Language

Space is at a premium in a resume, so embrace bullet points. Use active, strong words that show what you have accomplished. Whenever possible, you want to feature achievements, not just list mundane duties.

Content

The main components of a resume are outlined and discussed in the next section. However, the way that you arrange the information can vary depending on the position, and this is *not* an exhaustive list of all the elements you might want to include.

Remember: You should tailor your resume to the specific opportunity for which you are applying.

Crafting a Resume: Nuts and Bolts

- Key components
- Checklist of what to include for each, with an example
- Complete sample resume

HEADING - Your identity and contact information should be crystal clear and easy to find. Consider putting your “Heading” within a header so it appears at the top of every page of your resume.

- ❑ Name
- ❑ Permanent address
- ❑ Phone number
- ❑ E-mail address

Sandy C. Loam
123 Main St., Northampton, MA 01060
sclloam@umass.edu, (555) 255-2468

SUMMARY - Bring focus to your resume by leading off with a clear statement that speaks to your qualifications and sets you apart. If your resume is personal marketing tool, think of this statement as your tagline.

- ❑ Highlight key qualifications
- ❑ Distinguish yourself

Certified soil scientist with academic training in interdisciplinary teamwork, and dedication to fostering collaborative soil-conservation practices in agriculture.

EDUCATION – You almost always want to begin your resume with your academic background. Education is a big investment, so make it pay!

- ❑ Full name and location of institution
- ❑ Degrees earned or in progress, and date (or expected date) of graduation
- ❑ Major(s)
- ❑ Minors(s)
- ❑ Grade Point Average
- ❑ Relevant coursework

University of Massachusetts, Amherst, MA

Bachelor of Science, degree expected May 2014

- Major: Natural Resources Conservation. Minor: Agronomy
- Cumulative GPA: 3.9
- Relevant coursework: *Environmental Soil Science, Soil Microbiology, Soil Chemistry, Soil Physics, Agricultural Economics*

HONORS - Don't bury your accolades in your resume; highlight any scholarships, fellowships, honors and awards near the top.

- ❑ Full name of honor or award
- ❑ Full name of awarding entity
- ❑ Date received

Soil Stewardship Fellow, Natural Resources Conservation Service,
U.S. Department of Agriculture, 2011

PROFESSIONAL EXPERIENCE - Include any full-time, part-time, freelance or consulting work that is either directly related to the position sought, or has provided transferable skills. Entries should appear in reverse chronological order.

- ❑ Full name and location of organization
- ❑ Division or department, if applicable
- ❑ Position title
- ❑ Dates of employment
- ❑ Concise description of your activities and accomplishments

Massachusetts Department of Conservation and Recreation

Biological technician, soil research: June 2013 – Aug. 2013

- Conducted field work independently to collect soil samples
- Analyzed soil microbial diversity using culture-based methods
- Collaborated with team to produce research reports and presentations
- Trained interns in soil collection protocol
- Organized a “Soil is Fun!” community outreach event

“OTHER” EXPERIENCE - Depending on the extent and diversity of your experiences, any internships, volunteer work, community involvement, and academic leadership experiences can be grouped together under one heading, or divided into separate sections, such as “Volunteer Experience”. Entries in each section should appear in reverse chronological order.

- ❑ Full name and location of organization or program
- ❑ Division or department, if applicable
- ❑ Position title
- ❑ Dates of involvement
- ❑ Concise description of your activities, duties, and accomplishments

Peer Mentor, Integrated Concentration in Science Program

University of Massachusetts Amherst: 2011 - 2013

Provided guidance for underclassmen in proposal writing and research design

RESEARCH – List any research projects - past and present - that you have been involved in, highlighting skills you developed in the process.

- ❑ Institutional or organizational affiliation
- ❑ Project title
- ❑ Brief description of purpose

**Soil and Plant Tissue Testing Laboratory, University of Massachusetts,
Research Assistant: 2012 - 2013**

- Performed soil and plant-tissue analyses for agricultural research project

PUBLICATIONS – Following the format appropriate for your discipline, provide bibliographic citations for articles, pamphlets, chapters, reports, and any other publications you have authored or co-authored.

- ❑ Author(s)
- ❑ Year
- ❑ Title
- ❑ Publication

Loam, S.C. 2012. “Very small farming: Cultivating soil microbial diversity through agricultural stewardship programs.” *Journal of Agricultural Soil Science*.

PRESENTATIONS - Following the format appropriate for your discipline, provide titles of professional publications. Entries in each section should appear in reverse chronological order.

- ❑ Presenter(s)
- ❑ Title
- ❑ Full name of conference or event
- ❑ Location
- ❑ Year
- ❑ Brief description if appropriate

Loam, S.C. 2013. “Conservation of prime agricultural soils.” Poster presentation at the Soil Conservation Society Conference, Denver, CO.

ADDITIONAL SKILLS – List any other relevant skills you would like to highlight, which may not have been addressed in previous sections.

- ❑ Technical skills
- ❑ Computing skills
- ❑ Languages if appropriate

Word processing and design: Microsoft Office Applications, Adobe Suite
Spatial and data analysis: R, ArcGIS
Language: Spanish fluency, written and verbal

PROFESSIONAL AFFILIATIONS – List affiliations when appropriate.

- ❑ Organization name
- ❑ Tenure of membership

Association of American Soil Scientists, 2013 - present

Scroll to next page for sample of a complete resume.

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SUMMARY: Certified soil scientist with academic training in interdisciplinary teamwork, and dedication to fostering collaborative soil-conservation practices in agriculture.

ACADEMIC BACKGROUND

University of Massachusetts, Amherst, MA

Bachelor of Science, degree expected May 2014

- Major: Natural Resource Conservation.
- Minor: Agronomy
- Cumulative GPA: 3.9
- Relevant coursework: *Environmental Soil Science, Soil Microbiology, Soil Chemistry, Soil Physics, Agricultural Economics, Case Studies in Conservation*

Integrated Concentration in Science Program

College of Natural Sciences, University of Massachusetts Amherst

Selective four-year program providing training in interdisciplinary problem solving

HONORS

Soil Stewardship Fellow, Natural Resources Conservation Service, USDA, 2011

RESEARCH EXPERIENCE

Soil and Plant Tissue Testing Laboratory, University of Massachusetts Amherst

Research assistant: 2012 – 2013

- Performed soil and plant-tissue analyses for agricultural research project

PROFESSIONAL EXPERIENCE

Massachusetts Department of Conservation and Recreation

Biological technician, soil research: June 2013 – Aug. 2013

- Conducted field work independently to collect soil samples
- Analyzed soil microbial diversity using culture-based methods
- Collaborated with team to produce research reports and presentations
- Trained interns in soil collection protocol
- Organized a "Soil is Fun!" community outreach event

ACADEMIC LEADERSHIP

Peer Mentor in Student Forum, Integrated Concentration in Science Program: 2011 - 2013

- Provided guidance for underclassmen in program on proposal writing and research design

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PUBLICATIONS

Loam, S.C. 2012. Very small farming: Cultivating soil microbial diversity through agricultural stewardship programs. *Journal of Agricultural Soil Science*. (Peer reviewed)

PRESENTATIONS

Loam, S.C. 2013. "Conservation of prime agricultural soils." Poster presentation at the George Wright Society Conference, Denver, CO.

ADDITIONAL SKILLS

Word processing and design: Microsoft Office Applications, Adobe Suite

Spatial and data analysis: R, ArcGIS

Language: Spanish fluency, written and verbal

PROFESSIONAL AFFILIATIONS

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