

Support from Career Services & Professional Development

General Advice

- Unless you have extensive professional experience, are applying to the US government, or hear otherwise from an employer, focus on writing a thoughtful one-page resume.
- If writing a CV (Curriculum Vitae) for research-related roles or PhD applications, use CV advice instead.
- Keep a "resume possibilities" document that is meant to be imperfect and just for you. This will be an especially useful tool when practicing how to write Impact Stories using the directions below.
- Keep a "master resume" document that is similar but includes only application-ready information and not your notes. The library of options that make up your master resume will grow more complete and improve in quality as you send more resumes. Eventually, when you want to send an application, you'll be able to copy the master resume, and focus on deleting unneeded items rather than creating new. This is much easier.

Education

Duke University, Pratt School of Engineering

Master of Science (M.S.), Biomedical Engineering

Durham, NC USA

expected December 2020

- Duke offers three types of Master-level degrees. Cut and paste the information below into the "job title" above to complete. Master of Engineering Management (MEMP), Master of Science (M.S.), Master of Engineering (M.Eng.). Both the M.S. and M.Eng. degrees will also include your academic department listed like the example above. Specializations and certificates can be listed in the job title, or in this section of added education information.
- GPA is generally included if above a 3.0, and looks like this 3.x/4.0 or 3.xx/4.0. It is never rounded. Multiple decimal places may be truncated to tenths or hundredths.
- Relevant Coursework: this list is expected, and includes advanced or specific coursework that you have completed or are currently enrolled in. Do not include courses that are a requirement, or any that are typical for the degree you're pursuing.
- Include any academic accomplishments, awards, prizes, etc. here. We always recommend placing accomplishments in context, not a separate category

Undergraduate Institution

Undergraduate Degree

City, State/Province Country

start month/year - end month/year

- Follow the same advice as above, retiring undergraduate information as it is replaced with more current and advanced achievements.
- Keep certain undergraduate information if you intend to show a commitment to a topic or skill over time.

Skills

- If the opportunities you're applying to require advanced or specific technical skills, include this section at the top of your resume just after education. If not, put it at the bottom as reference.
- List your strongest, most specialized, or most desired skills first, with decreasing relevance after.
- Divide into a few categories if it helps the reader to understand. Common examples: Design, Equipment, Lab, Languages (spoken or technical), Project, Technologies, Tools, Scripting, Software, Simulation, Systems
- Include examples of your people skills within the body of the resume by using impact stories. It is generally recommended that they are not included here, unless specifically quantifiable.

Specialized Experience Category 1

Organization

Current Role Location

recent month/year - month/year

- Create a custom section to feature a collection of experiences that give you the specialized skills and knowledge needed for the opportunity. Make this focused and specific, customizing for every application. If applying online, this is especially important.
- Common examples: xxxx Projects (Design, Device, Data, Fieldwork, Software), xxx Experience (Data Analytics, Lab, Medical

Device, Product Management, Renewable Energy, Research)

- Keep the formatting simple and consistent with a list of bullet-point statements. Communicate your ideas without sub-bullets or topic lines.

Previous Role Same Location

older month/year - month/year

- If you have had multiple roles within the same organization (for example if you were promoted or given new titles or responsibilities over time), you can list them like this.
- Always put the most recent information on top.

Specialized Experience 2 (if Useful, Add Second Feature to Reinforce Your Qualifications)

Organization

Role Location

month/year - month/year

- Each of the bullet points in your resume is a story about how your past has uniquely prepared you for potential success in the opportunity you're applying for.
- We call them "impact stories" because they must have a point (so what?) and be constructed with a beginning, middle, and end. An impact can be on the project, assignment, or organization (external impact) or on your learning (internal impact), with new knowledge, skills, abilities, or behaviors.
- HOW TO WRITE AN IMPACT STORY: First, consider the impacts of this experience. In what ways did you have a lasting effect because of the work you did? In what ways did the work have a lasting effect on you? Write these things into a list; each is a possible impact statement. (Action + Task + Impact = Impact Story)
- ACTION - for each of the important items in your list, pick a verb that precisely describes what you want a reader to remember (examples: diagnosed, persuaded, synthesized, responded, adapted)
- TASK - use just a few words to briefly describe what you did
- IMPACT - use just a few words to link an impact to the action

Additional Experience (collects Experiences You Want To Share But Aren't Included Above)

- Follow the directions from above.