Graduate Resume and Curriculum Vitae Guide

WHAT IS A RESUME?

- Your marketing tool to prospective employers in industry, focusing on demonstrating technical and transferable skills.
- A concise one- to two-page document that highlights your most relevant experiences and skills tailored for each position to which you are applying

Tip: Create a master resume of all your experiences and accomplishments. Use this record to write a one- to two-page tailored resume for each position you apply for highlighting your most relevant qualifications.

WHAT IS A CURRICULUM VITAE (CV)?

- An academic version of a resume that provides a professional archive of all your experiences related to your academic career
- For graduate students, a CV is typically a few pages. Length can be determined by the amount and depth of your experiences. A CV should then be tailored to the opportunity you are applying for by ordering your sections from most to least relevant
- Use your CV as a professional archive and keep it updated with all your accomplishments

Tip: Consider consulting with a faculty member or advisor for advice and feedback on your CV because they often serve on hiring committees and have experienced an academic job search.

TO GET STARTED WITH YOUR RESUME OR CV:

1) Make a list of your experiences: Education, research, teaching, publications/presentations, organizations, etc.
2) Think about your contributions, skills you used and developed, and your significant achievements
3) Begin to craft your resume or CV by organizing these experiences into sections (examples below)

There are many sections that could be a part of your document. It is important to keep in mind that your document should be specific to your experience and the position for which you are applying. You have flexibility in the choice, naming, and placement of sections. While your contact information and education are usually listed first, other sections can be in any order, based on your strengths and the requirements of the position or opportunity. If you are unsure if you should provide a resume or a CV, you may want to contact the organization directly to see which they prefer.

RESUME AND CV SECTIONS

Below is a list of common sections you may use when creating your document. To see examples of these sections, refer to the example resume and CV at the end of this guide.

CONTACT INFORMATION:

Include your name, present and/or permanent address, telephone number, and email address.

SUMMARY OF QUALIFICATIONS:

Found on a resume, a set of 3-5 bullet points (skills statements) that concisely highlight and summarize skills and experiences on your resume that relate directly to the position. Use the job description to help you determine your most important qualifications.

EDUCATION:

Include all institutions of higher education you have attended and are currently attending in reverse-chronological order (most recent first). Include: The degree you are seeking or obtained, university name, college name, city and state of the university, your (expected) graduation date, and GPA. Thesis and dissertation titles, minors, coursework, academic awards, and study abroad programs may also be included in this section.

THESIS/DISSERTATION:

Provide the title and a short description of your work, its framework, and your findings, as well as your advisor, committee members, and the completion date. This is most commonly included on a CV.

EXPERIENCE:

For each experience (paid or volunteer) include your position title, the organization name and location, and dates of employment. Then create bulleted skills statements to demonstrate the skills you used and developed and accomplishments you had in the experience using this formula: **Action Verb + Details + Result (when applicable).**

To format skills statements, begin with a bullet point, then use an action verb (see pg. 4 for list) that describes the skill used (e.g. "created," "researched," etc.) and summarize your responsibilities, accomplishments, and projects. When possible describe the results of your efforts and quantify information when applicable.

Example of skills statement: Demonstrates teamwork

- Weak Skills Statement: "Manufactured diagnostic reagents"
- Strong Skills Statement: "Collaborated in a team of 15 to efficiently manufacture diagnostic reagents in a GMP environment"

Avoid using personal pronouns such as "I, me, and my" and make sure verbs are in the correct tense (past tense for past experiences and present tense for current experiences). List your experiences in reverse chronological order (most recent first). Consider creating specific experience sections to highlight different types of experiences, such as "Related Experience," "Research Experience," "Leadership Experience," etc.

TEACHING/RESEARCH EXPERIENCE:

Teaching experiences include information such as level of courses taught, university and department names, dates, and a description. Research includes title/type of research, lab or department names, faculty contributing, and a description of the purpose and findings. Postdoctoral information can also be included in these types of sections. For **resumes**, focus on the skills you developed through these experiences that are applicable in industry, rather than focusing on the specific research you conducted and courses you taught.

SKILLS:

Include tangible skills, such as language, technical, and laboratory skills. Consider your level of proficiency. Avoid including transferable or "soft" skills, such as communication skills.

PUBLICATIONS AND PRESENTATIONS:

Provide a list of published works and presentations authored or co-authored (those submitted and under review), including the title, co-authors or presenters, place of publications or presentations, and dates similar to a bibliography page. When included on a **resume** the list of publications should be selected based on the job description. On a **CV** you will provide a complete list of your works.

PROFESSIONAL ASSOCIATIONS:

List professional associations/organizations in which you hold memberships, including dates of your involvement and a description of your contribution if you have been involved beyond general membership.

AWARDS AND HONORS/FELLOWSHIPS:

List competitive scholarships, fellowships, and assistantships received, names of scholastic honors, and teaching or research awards you have received, specifically those most relevant to the position.

CERTIFICATIONS:

Include certificates related to your field you have earned. List the name of the certificate and its expiration date.

GRANTS RECEIVED:

Provide the names, dates, and amounts of grants you have written and received.

REFERENCES:

When requested as part of an application, include the name, job title, organization name, address, phone number, and email address for 3-5 individuals. It can also be helpful to provide a brief statement describing your relationship with each reference. If included along with a **resume**, references are on a separate page that is formatted to match your resume. If included as part of your **CV**, references may be placed at the end of the document.

TRANSFERABLE SKILLS:

As you begin your search for a career and/or job, it is important to know your qualifications and communicate these skills to an employer through your resume, cover letter, and interview. Over the years you have developed many skills through your coursework, extracurricular activities, and life experiences. Review the list below and identify which transferrable skills you have and reflect on how you acquired these skills. Use this information when creating your resume to describe your experiences and the skills gained from these experiences. For example, if you have researched a topic for class and then wrote, edited, and presented a final research paper in front of your peers, you have used skills (gathering information, writing, problem-solving, presenting) which are not limited to that specific academic discipline, but are transferable to many occupations.

Communication	**Research and planning**	**Human relations**	**Organizing, management and leadership**	**Work survival**
The skillful expression and interpretation of knowledge and ideas.	The search for specific knowledge and the ability to conceptualize future needs and solutions.	The use of interpersonal skills for resolving conflict, relating to and helping people.	Ability to supervise and guide individuals and groups in the completion of goals.	The daily skills that assist in promoting effective production and work satisfaction.
Speaking effectively	Predicting	Developing relationships	Initiating new ideas	Implementing decisions and ideas
Writing effectively	Creating theories and ideas	Being sensitive	Handling details	Cooperating
Listening attentively	Identifying and anticipating problems	Empathizing	Coordinating tasks	Enforcing policies
Expressing ideas	Imagining alternatives	Listening	Managing groups	Being punctual
Facilitating discussions	Identifying resources	Conveying feelings	Delegating responsibility	Managing time
Negotiating	Gathering information	Providing support	Teaching	Attending to detail
Persuading	Solving problems	Motivating	Coaching	Meeting goals
Perceiving non-verbal messages	Setting goals	Sharing credit	Advising	Enlisting help
Presenting information	Extracting information	Counseling	Promoting change	Accepting responsibility
Describing feelings	Defining needs	Cooperating	Selling ideas or products	Setting and meeting deadlines
Interviewing	Developing evaluations	Delegating with respect	Decision making with others	Organizing
Editing	Creating spreadsheets and databases	Representing others	Managing conflict	Making decisions
Explaining complex concepts	Calculating results	Perceiving feelings, situations	Follow-though	Take initiative
Listening to understand	Analyzing data and facts	Asserting	Multitasking	Being a team player
Articulating complex concepts	Assess needs	Responding to concerns	Setting and attaining goals	Adaptability and flexibility
Providing feedback	Prioritizing	Assisting others	Monitor progress	Taking direction
Modify communication for audience	Project evaluation	Collaborate with an interdisciplinary team	Budgeting and estimating costs	Navigate processes
Responding to questions	Summarize findings and report data	Develop trust		Learning new concepts

ACTION VERBS:

Action verbs are an effective way to begin a skills statement. They help to catch the readers attention and demonstrate both technical and transferable skills you have used in your experiences.

Accomplishment
achieved
completed
decreased
expanded
exceeded
improved
increased
oriented
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

Communication
addressed
advertised
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Creative
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
established
fashioned
formulated
founded
illustrated
initiated
integrated
introduced
invented
modeled
modified
performed
planned
revised
revitalized
shaped
solved

Helping
aided
accommodated
advised
alleviated
assisted
assured
bolstered
coached
continued
cooperated
counseled
dealt
eased
elevated
enabled
endorsed
enhanced
enriched
familiarized
helped
interceded
mobilized
modeled
polished
prescribed
provided
protected
rehabilitated
relieved
rescued
saved
served
sustained
tutored
validated

Planning & Organizing
acquired
activated
adjusted
administered
allocated
altered
anticipated
appointed
arranged
assembled
assessed
assigned
authorized
cataloged
centralized
charted
classified
collected
commissioned
committed
confirmed
contracted
coordinated
customized
delegated
designated
designed
determined
developed
devised
dispatched
established
evaluated
facilitated
forecasted
formulated
housed
identified
implemented
incorporated
instituted
issued
linked
logged
mapped out
observed
obtained
ordered
organized
planned
prepared
prioritized
procured
programmed
recruited
rectified
researched
reserved
retrieved
revised
routed
scheduled
selected
secured
simplified
sought
straightened
strategize
studied
suggested
tailored
tracked

Problem Solving
alleviated
analyzed
brainstormed
collaborated
conceived
conceptualized
created
debugged
decided
deciphered
detected
diagnosed
engineered
foresaw
formulated
found
investigated
recommended
remedied
remodeled
repaired
revamped
revitalized
satisfied
solved
synthesized
theorized

Quantitative
accounted for
appraised
approximated
audited
balanced
budgeted
calculated
checked
compiled
compounded
computed
conserved
converted
counted
dispensed
dispersed
earned
enumerated
estimated
figured
financed
grossed
increased
inventoried
maximized
multiplied
netted
profited
projected
purchased
quantified
rated
reconciled
recorded
reduced
totaled

Technical Skills
adapted
applied
assembled
build
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
regulated
remodeled
repaired
replaced
restored
solved
specialized
spearheaded
standardized
studied
upgrade
utilized

FORMATTING YOUR RESUME OR CV:

- The length of your resume or CV will depend on your level of experience and qualifications. Generally a graduate student resume should be 1-2 full pages and a CV should be 2-5 pages long. However, based on your experiences, career field, and the position description, it could be longer or shorter. Whatever the case, only print your document on one side of the paper and include your name and the page number at the top of each page.
- Avoid using a resume or CV template. This decreases your ability to personalize and make changes as your document evolves.
- Your resume or CV should be well organized, without spelling errors, and easy to read. An employer spends a short amount of time reading your document—it is imperative that the employer clearly sees the most important qualifications.
- To organize your document, you may choose to use bold, italics, all caps, indenting, and bullets. You will want to use these sparingly to emphasize the most important information. Avoid pictures, graphics, non-black ink, shading, and symbols instead of traditional, round, solid bullet points.
- It is a good idea to start with a 1-inch margin on each side. You can expand the margins to half an inch if needed. Font size should be between 10-12 point, and you will want to choose easy to read font styles, such as Times New Roman, Arial, or Garamond. Keep font size and style consistent throughout your document (except your name, which should be a larger size).
- Present your resume or CV on quality resume paper if you are printing it for a career fair or interview—choose white or off-white to ensure your document is easy to read.
- If you are submitting your resume on a company website, upload as a .doc or .docx to ensure that the document will be viewable in the company's applicant tracking system
- If you are requested to submit your documents via email, save your resume or CV and cover letter (if applicable) as a PDF document and upload them as an attachment. Include a brief note in the body of the email stating your purpose.

TIPS FOR RESUME AND CV WRITING:

- Make sure that your resume or CV is a unique and personal document. It is a great idea to look at examples of resumes or CVs but also important to make it your own.
- There are some suggestions that we provide when writing a resume or CV, but there are also options and room for choice. If you give your document to several people, they may all give you different feedback. Beyond some of our strongly suggested guidelines, resumes and CVs are subjective. What you include and the format of your resume can vary based on your experience and the position.
- Be 100% honest and factual. Avoid abbreviations.
- Organize your document so the most important information is at the top.
- It is not necessary to include all experiences you have had if you can't fit everything on 1-2 pages or experiences are outdated. Rather, include your most related experiences or those where you demonstrated a high level of skill.
- Personal information, such as marital status, age, ethnicity, height, and weight should not be included.
- Avoid personal pronouns (I, my, we) and complete sentences to describe your experiences. Start your statements with action verbs.
- Always proofread your resume or CV. Do not solely rely on spell check. Some employers may eliminate candidates based on errors.
- It is suggested that you tailor your resume or CV to the job description. You may have more than one version of your document depending on the positions to which you are applying. You may change the order of sections to list more relevant areas of your experience closer to the top. Employers may do a key word search of the resumes submitted to find those that meet the job requirements, so use language included in the job description when applicable.
- Remember that your resume or CV is YOUR marketing tool. Many times it is an employer's first impression of you. It is also a work in progress that you will continually revise.

ADDITIONAL RESOURCES:

- Visit the CSE Career Center Resource Center to view our Resume Examples Binder and related books in 105 Lind Hall.
- Have your resume or CV reviewed by a CSE Career Counselor. You can email to csecareer@umn.edu. If you'd like to meet with a CSE Career Counselor to discuss your application materials, you can make a 30 minute appointment or stop by during Drop-In Career Counseling hours from 2-4 p.m., Monday-Friday (paper copy only; no laptops).

RESUME EXAMPLE:

GOLDY GOPHER

1234 Gopher Way, Minneapolis, MN 55414
612-555-5555 Goldy001@umn.edu

SUMMARY OF QUALIFICATIONS

- Pursuing a Master of Science in Mechanical Engineering
- Obtained industry experience through internship at Boom Inc. and collaborated on a project with BASF
- Proficient in aerosol/nanoparticle synthesis, sampling, measurements and instrumentation
- Experience in air filtration, cleanroom technology, engine emission, and flow measurement/CFD
- Knowledgeable about thermal-fluid problems, aerosol physics, and mechanical design

EDUCATION

Master of Science in Mechanical Engineering Expected Graduation May 2017
University of Minnesota-Twin Cities, Minneapolis, MN
College of Science and Engineering
Department of Mechanical Engineering
Cumulative GPA: 3.87

Bachelor of Engineering in Mechanical Engineering May 2015
University of Wisconsin-Madison, Madison, WI
College of Engineering
Cumulative GPA: 3.76

RELATED INDUSTRY EXPERIENCE

Intern Summer 2016
Boom Inc., Seattle, WA

- Conducted systematic measurement for flow fields in a smoke test chamber at different heating and ventilation conditions, using Particle Image Velocimetry
- Helped validate CFD simulation results for smoke generation and transport in commercial airplane cabins
- Streamlined a key product characterization procedure, improving reproducibility and turn-around time for manufacturing
- Designed and implemented comparative studies of various standard operating procedures in order to detect areas of improvements
- Collaborated with a multi-disciplinary team of software engineers, electrical engineers, and aerospace engineers
- Interacted with customers, partners, subcontractors and suppliers
- Presented findings and recommendations of project areas that could be developed to the internship coordinator and colleagues

SKILLS

Particle Generation: Nebulizer, Tube Furnace, Fluidized Bed, Diffusion Burner, Electrospray
Laboratory Instruments: Electron Microscopy (TEM, SEM, EDX), Differential Mobility Analyzer, Condensation Particle Counter, Nanoparticle Surface Area Monitor, Nanometer Aerosol Sampler, Aerodynamic Particle Sizer, Optical Particle Counter, Liquid Particle Counters
Programs: LabVIEW, Matlab, ANSYS, Fluent, AutoCAD, Pro/ENGINEER, SolidWorks, ImageJ, Macromedia
Computer Languages: C/C++, Fortran, HTML, JavaScript

PROJECT EXPERIENCE

Developing Pulsed Aerosol Loading System, Center for Filtration Research (CFR) Spring Semester 2016

- Designed and built the control hardware and program of an experimental system for pulsed aerosol loading tests on filter media

Upgrading Control Software of UNPA, BASF Company Fall Semester 2015

- Improved the LabVIEW control software of Universal Nanoparticle Analyzer (UNPA); added new functions, such as particle diffusion loss correction; enhanced program user interface and debugged code errors

RESEARCH EXPERIENCE

Graduate Research Assistant September 2016–present

Particle Technology Lab, College of Science and Engineering, University of Minnesota-Twin Cities, Minneapolis, MN

- Collaborate with area companies through the Center for Filtration Research (CFR) to study mass loading and pressure drop on Nanofiber filters
- Perform experimental and theoretical studies on the filtration of fractal aggregates
- Measure penetration of silver aggregates across model screens at various sintering temperatures
- Develop an analytical model for predicting effects of particle structure on filter efficiency
- Continue NSF funded research on real-time structure and mass measurements for agglomerated nanoparticles
- Evaluate in situ the particulate mass concentration of diesel engine emissions using a variety of instrumentation and methods
- Apply the Universal Nanoparticle Analyzer (UNPA) to investigate effects of sintering on morphology of metallic nanoparticle agglomerates formed by spark discharge
- Develop new modules for and maintained a web-based software on filter performance evaluation, dust cake loading and filter pleating design
- Conduct numerical study on diffusion-limited aggregation of nanoparticles in laminar shear to find the relation between velocity gradient and aggregate fractal dimension

SELECTED PUBLICATIONS & PRESENTATIONS

Journals

- G., Gopher, L. Yang, A.B. Duggard, H. Aleckson (2016). Measurement of Metal Nanoparticle Agglomerates Generated by Spark Discharge using the Universal Nanoparticle Analyzer (UNPA). *Aerosol Sci. & Technol.*, Accepted.

Conferences

- Presentation, Effect of Nanofiber Layer on Dust Cake Formation and Structure. XXth *AAAR Annual Conference*, Minneapolis, MN, Oct 26-30, 2015.
- Presentation, Online Measurements of Structure and Mass Concentration for Airborne Nanoparticle Agglomerates. *AIChE 2012 Annual Meeting*, Minneapolis, MN, Dec 10-14, 2014.

PROFESSIONAL AFFILIATIONS

Member, Society of Manufacturing Engineers 2015–present
Member, American Society of Mechanical Engineers 2013–present
Member, Society of Women Engineers 2013-present

CV EXAMPLE:

Michael Anical

1000 Gopher Avenue #12 651-000-1212
Minneapolis, MN 55414 mechanical@umn.edu

EDUCATION

Ph.D. Candidate, Mechanical Engineering Expected May 2018
College of Science and Engineering, University of Minnesota-Twin Cities Minneapolis, MN
Dissertation title: "Numerical Study of Natural Convection in Solar Thermal Storage Vessels"

Master of Science in Mechanical Engineering May 2016
College of Science and Engineering, University of Minnesota-Twin Cities Minneapolis, MN
Thesis title: "Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles"

Bachelor of Mechanical Engineering May 2014
College of Science and Engineering, University of Minnesota-Twin Cities Minneapolis, MN

RESEARCH EXPERIENCE

Graduate Research Assistant, Particle Technology Lab August 2014-present
University of Minnesota-Twin Cities Minneapolis, MN

- Administer experimental and theoretical studies on the filtration of fractal aggregates
- Sustain NSF funded research on real-time structure and mass measurements for agglomerated nanoparticles
- Collaborate with area companies through Center for Filtration Research (CFR) to study mass loading and pressure drop on Nanofiber filters
- Develop new modules for and maintaining a web-based software on filter performance evaluation, dust cake loading, and filter pleating design
- Conduct numerical study on diffusion-limited aggregation of nanoparticles in laminar shear to find the relation between velocity gradient and aggregate fractal dimension

Undergraduate Research Assistant, High Temperature and Plasma Laboratory August 2013-May 2014
Department of Mechanical Engineering, University of Minnesota-Twin Cities Minneapolis, MN

- Designed and optimized a low pressure silane plasma reactor to synthesize single crystal cube shaped silicon nanoparticles for electronic device applications
- Examined and categorized nanoparticles on electron and atomic force microscopes
- Characterized plasma particle system using electrostatic capacitance probe, white light absorption spectroscopy, optical emission spectroscopy, and laser light scattering
- Assembled and maintained vacuum equipment for the experimental setup
- Performed experiments for varying plasma conditions

TEACHING EXPERIENCE

Teaching Assistant, Graduate Level Course-Advanced Aerosol & Particle Engineering January 2014-May 2014
Department of Mechanical Engineering, University of Minnesota-Twin Cities Minneapolis, MN

- Conducted office hours to help students understand and solve homework problems
- Prepared and graded homework solutions
- Wrote weekly quizzes, posted solutions online, graded quizzes and exams, kept record of the scores using Excel
- Collaborated with professors and other TA's on course material and grading policies, improving communication skills

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PATENTS

- Integrated input roller having a rotary mass actuator — Filed: April 2016
- Handheld device having multiple localized force feedback — Filed: March 2016
- Tag for facilitating interaction with a wireless communication device — Filed: March 2015

AWARDS & FUNDING

- National Science Foundation Graduate Research Fellowship — May 2016
- Mechanical Engineering Advanced Study Grant — August 2015-May 2016
- Recognized as a "Ph.D. Student of Promise" by the American Society of Mechanical Engineers, nominated by Dr. Byron Labb — June 2016
- Minnesota Society of Professional Engineers Graduate Student Scholarship — August 2015-present
- North Star Stem Alliance Scholar, University of Minnesota — August 2010-May 2014

SCHOLARSHIP

Publications

Journal publications

- **Anical, Michael**, John Author, Anne Gineer. Journal article title. International Journal of Mechanical Engineering, 2016; Under review.
- **Anical, Michael**, Goldy Article, Grant Riter. Journal article title. International Journal of Mechanical Engineering, 2015; 126 (56-70): 1020-1056.
- **Anical, Michael**, Rita Journal, Andy Mann. Journal article title. International Journal of Mechanical Engineering, 2014; 122 (43-52): 894-906.

Conference publications

- Author, Mark, **Michael Anical**, Tom Article. Title. Conference title, Conference City, State, 2015.
- Author, Mark, **Michael Anical**, Tom Article. Title. Conference title, Conference City, State, 2014.

Presentations

- Presented "Numerical Study of Natural Convection in Solar Thermal Storage Vessels" at the Minnesota Society of Professional Engineers Conference, St. Paul, MN, September 19-22, 2016.
- Presented "Numerical Study of Natural Convection in Solar Thermal Storage Vessels" at the American Society of Mechanical Engineers Conference, St. Louis, MO, June 4-7, 2016.
- Presented "Real-Time Automotive Slip Angle Estimation with Nonlinear Observer" at American Control Conference, Auburn, AL, January 12-15, 2016.
- Presented "Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles" at University of Minnesota Master Thesis Event, Minneapolis, MN, May 2, 2013.
- Presented robot at University of Minnesota Robot Show Fall, Minneapolis, MN, December 8, 2011

Posters

- "Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles," Minnesota Society of Professional Engineers Conference, Minneapolis, MN, September 20-24, 2013.

PROFESSIONAL MEMBERSHIPS

- **International Association of Mechanical Engineers** — August 2013-present
- **American Society of Mechanical Engineers** — August 2012-present
- **Minnesota Society of Professional Engineers** — August 2011-present

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INDUSTRY EXPERIENCE

Engineering Intern May 2013-August 2013

The XYZ Company Minneapolis, MN

- Researched and developed a solution to manufacturing problems that include ergonomics, structural failures, flow impedances, and quality issues
- Justified the purchasing of new office equipment through the use of statistical analysis and presented findings to the supervisor and other interns
- Improved the manufacturing of modular enclosures through the implementation of lean manufacturing and six sigma capability studies
- Collaborated with four other interns on a variety of projects and improved my teamwork and communication skills

SERVICE

Professional

- Reviewer for the University Executive Council of Graduate and Professional Student Professional Advancement Grants Fall 2015

Community

- Volunteer, Annual Blood Drive-American Red Cross, St. Paul, MN May 2012-present
- AmeriCorps Volunteer, MN Math Corps, St. Paul, MN June 2014-July 2014

REFERENCES

Dr. Gordon Gopher, Professor
Department of Mechanical Engineering
University of Minnesota-Twin Cities
124 Minnesota Lane
Minneapolis, MN 55414
651-555-7799
goldy@umn.edu
Relationship: Professor and mentor for 4 years

Dr. Byron Labb, Professor
Department of Mechanical Engineering
University of Minnesota-Twin Cities
124 Minnesota Lane
Minneapolis, MN 55414
651-555-7799
blabb@umn.edu
Relationship: Ph. D. advisor for 3 years

Dr. Mark Machine, Professor
Department of Mechanical Engineering
University of Minnesota-Twin Cities
124 Minnesota Lane
Minneapolis, MN 55414
651-555-7799
mmachine@umn.edu
Relationship: Teaching assistant advisor and mentor for 3 years