RESUME ROADMAP

HOW TO USE THIS DOCUMENT

Every resume is unique. This roadmap is meant to show basic formatting concepts, including how the formatting of a resume might differ from industry to industry. Using samples that are based on several different fields, this document provides a variety of formatting options that you can tailor to your own needs.

OVERVIEW

This document contains:

- Generic Sample Resume Roadmap
- Biology Sample Resume Roadmap
- Business Sample Resume Roadmap
- Computer Science Sample Resume Roadmap
- Education Sample Resume Roadmap
- Mental Health Sample Resume Roadmap

STUDENT NAME

46 University Drive, Augusta, ME 04330 | 207-555-1234 | student@maine.edu

EDUCATION

University of Maine at Augusta, Augusta, ME
Bachelor of Science in Justice Studies ←——————————→ May 20XX

Central Maine Community College, Auburn, ME
Associates in Applied Science, Human Services ←——————————→ May 20XX

Highland High School, West Gardiner, ME
High School Diploma, with honors ←——————————→ May 20XX

CERTIFICATIONS
CPR and First Aid (for children and adults)
Mental Health Rehabilitation Technician/Community (MHRT/C)

EXPERIENCE
Greener Yard Care Service, West Gardiner, ME   Jun-Aug, 20XX-20XX
Owner/Operator
• Sold eco-friendly yard services door-to-door resulting in 4 new client subscriptions annually
• Hired and supervised 3 employees to mow and maintain lawns and gardens
• Netted $1500 after costs in three months with 100% return customers each summer

Highland High School, West Gardiner, ME
Student Body President   Sep 20XX-May 20XX
• Elected to represent interests of 400+ students at monthly faculty/administrator meetings
• Supervised heads of 6 student committees responsible for social, academic, and service activities and projects
• Led drive to raise $5000 to purchase new scoreboard for athletic fields
Junior Prom Committee Chair   Sep 20XX-Apr 20XX
• Organized committee of 8 classmates to raise $2000 from local merchants to fund event
• Planned and executed successful evening with over 250 students in attendance

ACTIVITIES
UMA French Club, President   Sep 20XX-present
UMA Varsity Volleyball Team, Member   Sep 20XX-present
UMA Student Government, Social Committee   Sep-Jun 20XX

SKILLS
Computer: Microsoft Word & Excel, C++, Java
Language: French (beginner)

Formatting: To make it easier for employers to read your resume, we recommend putting the dates on the right margin (they must be in reverse chronological order for each section), and everything else generally goes on the left margin. Centering your header makes it stand out on the page.

Education: Once you're in college, you can start leaving out your high school information, unless you received honors that you'd like to highlight. In addition, make sure the date you received the degree is on the same line as the degree name, not the name of the school.

Certifications: If you do not have any formal certifications that might be relevant to your job search, feel free to leave this section out!

Experience: Your resume lists what you've done in the past, but it's also about what you can do in the future, so try to phrase your bullet points in ways that might transfer to your next job! In addition, if you've held multiple positions with the same company, you only need to list the company info once, as shown here with this student's experience at Highland High School.

Activities: This section allows a lot of flexibility, since your activities don't necessarily have to relate to the job you're looking at. Instead, they show that you're a well-rounded individual who's engaged in your community.

Skills: In the context of a resume, "skills" refers to hard skills, which are measurable, quantifiable, or objective. Soft skills, by contrast, are things that you can't really measure or prove, such as "people skills" or "hard worker." Your cover letter is a place where you can incorporate soft skills, but your Skills section should really focus on hard skills.

Biology Student Name

46 University Drive, Augusta, ME 04330 | studentname@maine.edu | 207-867-5309

Education
University of Maine at Augusta, Augusta, ME
Bachelor of Art in Biology   Expected May 20XX
GPA: 3.5

Relevant Courses
Principles of Genetics   Anatomy & Physiology   Biochemistry
Microbiology   General Physics II   Organic Chemistry

Skills and Certifications
Completed Chemical Hygiene Training and Environmental Health and Safety Training
Proficient in Microsoft Word and Excel
Proficient in SPSS (statistical analysis) and IGOR Pro (technical graphing and data analysis)

Laboratory Techniques
Use and analysis of chromatography and mass spectroscopy
Preparation, synthesis, and purification of a wide range of organic compounds
Bacterial transformation, mutagenesis, restriction mapping, and microscopy

Relevant Experience
UMA Life Sciences Laboratory, Augusta, ME   Nov 20XX - Present
Research Assistant

- Analyze, organize, and present data to laboratory members; attend weekly lab meetings
- Trained in autoclaving and the use of liquid chemicals and gaseous compounds
- Ensure survival of and maintenance of hundreds of genetic strains of *Drosophila*

Smith Laboratories, Portland, ME   Jun 20XX – Aug 20XX
DNA Research Lab Assistant

- Retrieved, handled, reproduced, and shipped bacterial strains
- Practiced sterile techniques and microbial culture production
- Created and mixed nutrients for pouring plates and liquid media

American Association for the Advancement of Science, Washington, D.C.   Jun – Aug 20XX
Science & Technology Policy Intern

- Wrote briefings and reports for use in collaborative team meetings and projects
- Drafted policies to enhance STEM programs in the federal government

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In this document, we've color-coded some important features so that they'll stand out: the items in red are action verbs. You'll notice that each bullet point starts with one. Instead of words like "helped with" or "assisted in," these verbs focus on direct action and highlight the hands-on responsibilities involved in this student's prior work experience. Check out our website for a helpful list of action verbs!

Unlike the generic professional resume, this document contains additional sections: laboratory techniques, and relevant coursework. These are ways of highlighting industry-specific knowledge, and some of the "hard skills" that are essential to a career in research, lab settings, and the life sciences.

The items written in green are industry-specific jargon. As you can see, they make up a large portion of the resume. It's important to tailor each resume you write so that it matches the specific job or industry that you're interested in; this shows the employer that you really want to work there, and you're not just copy-and-pasting a generic document.

Not every prior experience will be easily incorporated into a future job search. Since past experiences must be listed in reverse chronological order, one way to make sure the most relevant experiences are at the top of the list is to sort your past jobs into two categories: "Relevant Experience," as shown here, and "Additional Experience."

Business Student Name

46 University Drive, Augusta, ME 04330 | studentname@maine.edu | 207-867-5309

EDUCATION

University of Maine at Augusta, Augusta, ME

Bachelor of Science in Business Administration   Expected May 20XX

Concentration in Small Business

Relevant courses:

Accounting for Management Decisions	Issues in Small Business
Entrepreneurship	Fraud Examination
Strategic Management for the Small Business	Marketing

SKILLS

- Microsoft Office: PowerPoint, Excel, Word
- WORLDOX: Document Management System
- STATA: Data Analysis and Statistical Software

EXPERIENCE

Fraser and Smith, P.C., Augusta, ME   Oct 20XX - Present

Paralegal

- Copy, collect, and systematize documents for case presentations
- Compile and distribute incoming and outgoing correspondence
- Organize, review, and chronicle hundreds of prior court cases in firm's database

AT&T, Augusta, ME   Sep 20XX – Aug 20XX

Contractor

- Created and maintained database of contracts in Excel spreadsheet
- Assessed contracts; recorded relevant agreements, memorandums, and annexes
- Examined thousands of domestic and international communications contracts

Augusta Personnel Research, Augusta, ME   Jun 20XX – Jul 20XX

Research Assistant

- Researched articles and government websites for examples for future tests
- Prepared data for court inquiries; proofread and analyzed statements for court hearings
- Supported director with daily tasks, such as maintaining office workflow

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Unlike in the generic resume, this student chose to highlight some of their relevant coursework in their education section. This is a way of showing off their industry-specific knowledge.

Similarly, this student made a smart choice to move their Skills section closer to the top, since these hard skills may be highly valued in the business sector. You'll notice they use very specific language for their skills, not something vague such as "working with data" or "using computers."

The items written in green are industry-specific jargon. As you can see, they make up a large portion of the resume. It's important to tailor each resume you write so that it matches the specific job or industry that you're interested in; this shows the employer that you really want to work there, and you're not just copy-and-pasting a generic document.

Computer Science Student Name

46 University Drive, Augusta, ME 04330 | studentname@maine.edu | 207-867-5309

Education
University of Maine at Augusta, Augusta, ME
Bachelor of Science in Computer Information Systems   Expected May 20XX
GPA: 3.5
Honors: Animations showcased in Jewett Hall Gallery (Augusta, ME, Jul 2017)

Relevant Coursework
Database Design	Computers and Culture	Virtual Systems
Data Mining	Applied Statistics	Security Risk Management

Skills
Operating Systems: Windows (Windows Server 2012 R2, Windows Server 2016, W10), Mac OS, Linux
Software: Microsoft Office, 3ds Max, Adobe Dreamweaver and InDesign
Programming Languages: Java, C++, HTML, XML

Work Experience
Comptroller New England Branch, Portland, ME   Nov 20XX - Present
Examination Technician

- Prepare data for automated financial systems using Microsoft Excel
- Summarize audits and financial reports; analyze bank requests
- Diagnose and resolve hardware/software failures; configure computer systems

AT&T, Augusta, ME   Jun 20XX – Aug 20XX
Software Development Intern

- Assisted in development of company products such as Cloud Services and MDM
- Updated website to reflect policy changes and managed database of company clients

City of Auburn IT Department, Auburn, ME   Sep 20XX – May 20XX
IT Support Specialist

- Developed, tested, and installed computer hardware and software; upgraded software
- Generated detailed diagrams and instructions to assist employees with technology use
- Troubleshooting computer issues throughout the organization

Additional Experience
Gardiner Adult Education Technology Tutoring, Gardiner, ME   Mar 20XX - Present
Tutor

- Assist elderly community members with successful use of technology systems
- Provide one-on-one sessions; maintain encouraging teaching style and friendly demeanor

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It's not necessary to include your GPA on your resume, but it can be a great way to showcase grades that you're proud of: if you're not happy with your current GPA, leaving it out is perfectly acceptable. The education section is also a place to add awards and honors that you've received related to your coursework and projects.

This student decided to include a selection of their relevant coursework, which can be a great way to highlight technical skills and industry-related knowledge. Tailoring a resume for a specific field/industry shows the employer that you really want to work in that field, and you aren't just copy-and-pasting a generic document for any job posting that you see.

Instead of simply listing all of their "computer skills" in one list, this student has chosen to break it down into more specific categories, to make it easier for the reader to process their lengthy repertoire of hard skills. They also made a smart choice by deciding to move their skills section up toward the top of their resume.

In this document, we've color-coded some important features. The words in green are industry jargon; as you can see, they make up most of the resume. Computer science and technology are fields where hard skills and industry-specific knowledge are especially important, and highlighting them on your resume will strengthen your candidacy for the job.

The red words in this document are action verbs. These are essential when conveying your hands-on responsibilities at your prior jobs. For a longer list of action verbs, check out our website!

Notice how detailed this student has been when describing their responsibilities at previous jobs. Remember, the resume isn't just about what you've done in the past… it's about showing the employer the many responsibilities that you can handle in the future! In addition, though we generally don't recommend using abbreviations in a formal document, you may use them to save space if you're *absolutely certain* that the potential employer will understand your meaning.

EDUCATION STUDENT NAME

46 University Drive, Augusta, ME 04330 | 207-555-1234 | student@maine.edu

EDUCATION
University of Maine at Augusta, Augusta, ME
Bachelor of Arts in Liberal Studies with Minor in Early Childhood Education   May 20XX

RELEVANT COURSEWORK

Math for the Young Child	Children's Literature	Early Childhood Curriculum
Psychology of Childhood	Science for the Young Child	Creative Development for Children

TEACHING CREDENTIALS
First Aid and CPR certified for infants and children
Moderate Special Needs Certification

CLASSROOM TECHNOLOGY
Computer software: Adobe InDesign, TI-Nspire, Microsoft Office
Grading tools: Gradebook Wizard, Praxi
Classroom devices: Elmo, SmartBoard, graphing calculator, iClicker

EXPERIENCE IN EDUCATION
Regional School Unit 4, Litchfield, Sabattus & Wales, ME   Jun 20XX – Aug 20XX
Substitute Teacher; Substitute Librarian
- Led classroom activities during teacher and librarian absences; worked with grade levels 3-8
- Planned activities, hosted discussions, and supervised children for safety and completion of learning outcomes
- Compiled detailed reports for staff members to review upon their return

Children's Discovery Museum, Augusta, ME   Sep 20XX – May 20XX
Education Intern
- Organized and updated exhibits to increase interactivity and sensory integration
- Hosted exhibit-centered informational workshops for groups of 5-10 children
- Created fliers using Adobe InDesign to promote events within the community

ADDITIONAL EXPERIENCE WITH CHILDREN
Independent Childcare Provider, Litchfield, ME   Jan 20XX – Sep 20XX
- Supervised children aged 2-11 for four neighborhood families; maintained child safety
- Created hands-on activities to appeal across age groups
- Incorporated educational games and sensory integration for youngest children

Kennebec Valley Summer Camps, Augusta, ME   Jun – Aug 20XX
Summer Camp Counselor
- Mentored groups of preschoolers (aged 3-5) in recreational and academic activities
- Assisted in publication of camp newsletter for parents and families
- Hosted open-house style Community Days, which included camp-wide talent shows, and presentations of camper artwork for family members and friends

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The items written in green are industry-specific jargon. As you can see, they make up a large portion of the resume. It's important to tailor each resume you write so that it matches the specific job or industry that you're interested in.

This student has chosen to divide their technical skills into several subsections, to make it easier for the reader to process their repertoire of classroom technology tools.

Notice how this student has departed from the traditional/generic content sections: they've included Teaching Credentials, Classroom Technology, Coursework, and Experience (with children and in education). This tailors the resume for the industry they're interested in, so employers know they really want to be in this field, and are not simply copy-and-pasting a generic document for any job posting that they see.

As you can see, this student has made a simple job, babysitting, into a well-written and formal example of their prior employment. "Independent Childcare Provider" is stronger resume language than "babysitter."

The items in red are action verbs. You'll notice that each bullet point starts with one. Instead of words like "helped with" or "assisted in," the majority of these verbs focus on direct action and highlight the hands-on responsibilities involved in this student's prior work experience. Check out our website for a helpful list of action verbs!

MHHS STUDENT NAME

46 University Drive, Augusta, ME 04330 | 207-555-1234 | student@maine.edu

EDUCATION

University of Maine at Augusta, Augusta, ME
Bachelor of Science in Mental Health and Human Services   Expected May 20XX

Central Maine Community College, Auburn, ME
Associates in Applied Science, Human Services   May 20XX

CERTIFICATIONS

CPR and First Aid (for children and adults)
Mental Health Rehabilitation Technician/Community (MHRT/C)

EXPERIENCE

University of Maine at Augusta Counseling Services, Augusta, ME   Jun-Aug, 20XX-20XX
Peer Counselor
- Attended weekly team meetings to publicize services and assess program effectiveness
- Implemented student support programming in conjunction with MHHS faculty
- Trained to counsel fellow university students on topics such as healthy relationships, successful academics, and effective time-management

Highland High School, West Gardiner, ME
Student Body President   Sep 20XX-May 20XX
- Elected to represent interests of 400+ students at monthly faculty/administrator meetings
- Supervised heads of 6 student committees responsible for social, academic, and service activities and projects; hosted weekly office hours and meetings to assess team needs
- Communicated with entire student body to assess student needs, and effectiveness of policies

Junior Prom Committee Chair   Sep 20XX-Apr 20XX
- Organized committee of 8 classmates to raise $2000 from local merchants to fund event
- Planned and executed successful evening with over 250 students in attendance

ACTIVITIES

UMA French Club, President   Sep 20XX-present
UMA Varsity Volleyball Team, Member   Sep 20XX-present
UMA Student Government, Social Committee   Sep-Jun 20XX

SKILLS

Computer: Microsoft Word & Excel, additional database experience (Simplicity & PROfiche)
Language: French (fluent)

If you've completed a prior degree in addition to the one you're currently working toward, it's important to include each degree/institution, to give the reader a full picture of your educational background.

In the mental health field, certifications can be especially important, and are often required for various jobs. This student has chosen to highlight their certifications toward the top of their resume, for that reason.

The items written in green are industry-specific jargon. As you can see, they make up a large portion of the resume. It's important to tailor each resume you write so that it matches the specific job or industry that you're interested in; this shows the employer that you really want to work there, and you're not just copy-and-pasting a generic document.

The items in red are action verbs. You'll notice that each bullet point starts with one. Instead of words like "helped with" or "assisted in," the majority of these verbs focus on direct action and highlight the hands-on responsibilities involved in this student's prior work experience. Check out our website for a helpful list of action verbs!

Not all of your prior work experiences will translate directly into the job that you currently want. This student has done a nice job of highlighting the aspects of their high school experience that could translate well into the mental health field, including listening to understand a person's needs, representing their best interests, and attending team meetings to assess how things are going. They've also highlighted their communication and organization skills, even though this job wasn't in the mental health industry.