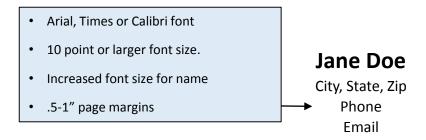
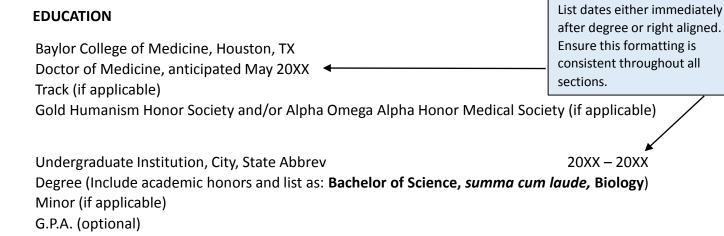
Resume Template



This resource is designed to serve as a guidance document in developing your professional resume. For individual assistance and feedback, please contact BCM's Career Development Center at career.development@bcm.edu or 713-798-5043.





HONORS and AWARDS

Award, Sponsor, Date

- List academic honors (e.g. Deans List) and memberships (e.g. Phi Beta Kappa).
- List merit based scholarships and fellowships. Optional: include a brief annotation summarizing the award and/or criteria
- List all professional awards including travel awards and research presentation awards
- If there are substantial awards from both undergrad and graduate school, consider creating subheadings:

Undergrad

Award, Sponsor, Date

Graduate School

Award, Sponsor, Date

PROFESSIONAL EXPERIENCE (if research is not applicable, use the format at the bottom of the page*)

Department, Institution, City, State Abbrev, Dates

Advisor: First & Last Name, Degree(s), Title (e.g. Assistant Professor - the advisor section is for training experiences, if you are the principal investigator, list your role/title)

- Avoid dense blocks of text. Instead, create bullet list to describe the research performed and any notable accomplishments
- If the research culminated in a presentation and/or publication, list these in a separate section
- If this experience includes basic research that did not result in a publication, provide a very brief overview of the lab's focus as well as the projects you were exposed to, the specific duties performed and techniques/skills acquired. However, it is not necessary to list every single research technique.
- Avoid dense blocks of text. Try to limit summaries for each research experience to 4-5 lines total.

PUBLICATIONS

Provide the full citation: Authors (<u>bold/underline</u> your name) (20XX) Manuscript title. Journal. Vol/Issue: pages Include all peer-reviewed publications. If not published, *indicate In Press, Under Review* or *In Prep* at the end of the citation where appropriate.

PRESENTATIONS

Provide full citation: Authors (bold/underline your name) (20XX) Title. Conference/Meeting, Location (Poster) or (Oral)

LEADERSHIP EXPERIENCE**

Role, Group/Organization, Dates

Highlight notable service activities and key deliverables, leadership roles held and duties performed, recognition
of achievements. Include best approximate of services hours for activities that involved substantial time
commitments.

Include:

- Institutional leadership roles and/or service activities
- Leadership roles and/or service activities through professional associations

SERVICE**(alternative title VOLUNTEER EXPERIENCE)

Organization, Location, Dates

 Include all volunteer services performed at various community-based and non-profit organizations including clinics, food banks/shelters, religious organizations and schools as well as special events

TEACHING EXPERIENCE**

Role, Institution/Organization, Dates

- Include all teaching experience including formal classroom instruction
- If very limited teaching activities, consider including these in the Volunteer Experience section.

*PROFESSIONAL EXPERIENCE (see above note - use this format if research is not applicable)

Job title, Employer, Location, Dates

- Provide a brief overview of work responsibilities and major achievements
- Optional –skills acquired