

A resume is a succinct outline of your education, experience, activities, accomplishments and skills as they pertain to your employment goals. Employers may spend only 30 seconds scanning a resume to determine whether your background matches their requirements. So, you need to think of your resume as a marketing tool that demonstrates that your product (you) meets the needs of your potential customer (the employer).

## Effective resumes get noticed because they:

- Emphasize relevant accomplishments and potential contributions
- Focus on the skills necessary in a particular field or the requirements of a specific position
- Are concise, well-organized and easy to read

## SIX STEPS TO AN EFFECTIVE RESUME

1

### Self-Evaluation

If you have never written a resume, start with simple brainstorming to identify some of the skills and abilities you have to offer a potential employer.

- Think about your experiences (past and present) including education, coursework, jobs, internships, activities, honors, publications, language skills, study abroad experiences and community service projects.
- Create a rough outline that covers the past three to five years.

2

### Industry Research

Next, research your field of interest using the resources and links available on our website to become more familiar with the skills and abilities employers are seeking in candidates.

- Review several job descriptions, on various job-posting sites, to help uncover specific needs and keywords in the industry. In general, all employers will be interested in communication and leadership skills.
- Keywords are nouns and phrases, industry buzzwords or acronyms used within a particular field. These are often found in the job description or the list of employer requirements. If your resume includes some industry keywords, it is more likely to be selected. However, only list terms you are familiar with and can answer questions about during an interview.
- Compare your qualifications to the requirements of employers and decide what to highlight on your resume.

3

### Write Your First Draft

Follow the general guidelines on the next page and the tips here to create each section of your resume. There are also sample resumes included later in this section that offer a variety of formats and styles.

- Be concise! Express your qualifications and accomplishments using as few words as possible. For students and recent graduates with limited work experience, a one-page resume is recommended. If you have extensive experience, or are applying for graduate/professional school or academic fellowships, you may create a two-page resume or CV.

• Resume writing is different from other styles of writing. Do not use first-person pronouns (I, me, my) or articles (a, an, the).

• Do not include your age, gender, religion, political affiliation, ethnicity, marital status, social security number, references or salary expectations/history.

4

### Create Multiple Versions (optional)

You may need to have multiple versions of your resume for different industries or types of positions you are interested in. Using industry research as your guide, you can develop tailored resumes that emphasize relevant skills pertaining to any number of fields. You will also need to create a formatted and non-formatted version for various modes of distribution (see the information below).

5

### Edit, Proofread and Critique

This is the most critical step of all and will involve enlisting the assistance of others.

- Make sure that you have organized your resume so that the most relevant information appears closer to the top of the page.
- Read each section over carefully and be sure that you have effectively conveyed the skills, abilities or accomplishments you are trying to emphasize.
- Proofread for spelling, capitalization or punctuation errors.
- Have your resume critiqued by a career adviser and, if possible, others within the field.

6

### Save in Multiple Formats

You will need formatted and non-formatted versions of your resume for various modes of distribution.

- Convert your Word document into a PDF to retain the original formatting when sending as an attachment. Save as yourname.pdf.
- Use Notepad to convert your Word document to a text-only/non-formatted version suitable for copying and pasting into online applications and into the body of an email message (some companies do not accept attachments). Save as yourname.txt.

The point of the resume is to showcase your brand. Your brand is used to demonstrate who you are and what matters most to you.

By showcasing your accomplishments on a resume, you can help the prospective employer assess your ability to do the job. Use "Accomplishment Statements" to describe your achievements in the experience section. Quantify your work whenever possible. Avoid generic and vague statements.

**EXAMPLE**

Generic, vague statement:

**Local Philanthropy Society**

Event Coordinator

- Planned charity events

Strong, descriptive, quantified statement:

**Local Philanthropy Society**

Event Coordinator

- Coordinated three fundraising events for local shelters which raised over \$8,000 (20% over goal) and greatly improved community awareness



Try It Yourself!

Write an example of an accomplishment statement that showcases the above:

**A**ction verb: \_\_\_\_\_

+

**P**roject: \_\_\_\_\_

+

**R**esult: \_\_\_\_\_

=

**A**ccomplishment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Action Verbs

Using action verbs will ensure that your experience and qualifications stand out.  
Make sure to use a variety of strong verbs to showcase your skills.

### Management & Leadership

administered  
appointed  
approved  
assigned  
attained  
authorized  
chaired  
consolidated  
contracted  
controlled  
coordinated  
decided  
delegated  
directed  
eliminated  
emphasized  
enforced  
enhanced  
executed  
handled  
headed  
hired  
hosted  
increased  
instituted  
led  
managed  
merged  
overhauled  
oversaw  
planned  
prioritized  
produced  
recommended  
streamlined  
strengthened  
supervised  
terminated

### Communication

addressed  
advertised  
arbitrated  
articulated  
authored  
clarified  
communicated  
composed  
condensed  
conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded

debated  
defined  
described  
discussed  
drafted  
edited  
elicited  
enlisted  
expressed  
influenced  
informed  
instructed  
interacted  
interviewed  
involved  
joined  
judged  
lectured  
listened  
mediated  
moderated  
motivated  
negotiated  
observed  
outlined  
participated  
persuaded  
presented  
promoted  
proposed  
publicized  
recruited  
reinforced  
reported  
responded  
solicited  
specified  
spoke  
suggested  
synthesized  
translated  
wrote

### Research

analyzed  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated

gathered  
identified  
inspected  
interpreted  
investigated  
located  
measured  
researched  
searched  
summarized  
surveyed  
tested

### Technical

adapted  
assembled  
built  
constructed  
converted  
debugged  
engineered  
fabricated  
fortified  
installed  
maintained  
operated  
programmed  
rectified  
regulated  
remodeled  
repaired  
replaced  
solved  
specialized  
studied  
upgraded  
utilized

### Financial/Data

adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
estimated  
forecasted  
managed  
marketed  
projected  
reconciled  
retrieved

### Helping

advised  
advocated  
aided  
answered  
assisted  
cared for  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
educated  
enabled  
encouraged  
ensured  
expedited  
explained  
facilitated  
familiarize  
furthered  
guided  
helped  
individualized  
insured  
intervened  
motivated  
provided  
referred  
rehabilitated  
simplified  
supplied  
supported  
taught  
trained  
tutored  
volunteered

### Organization/ Detail

arranged  
cataloged  
categorized  
charted  
classified  
coded  
collected  
compiled  
distributed  
filed  
generated  
implemented  
incorporated  
logged  
monitored  
obtained

ordered  
organized  
prepared  
processed  
purchased  
recorded  
registered  
reserved  
reviewed  
routed  
scheduled  
submitted  
standardized  
systematized  
updated  
validated  
verified

### Creative

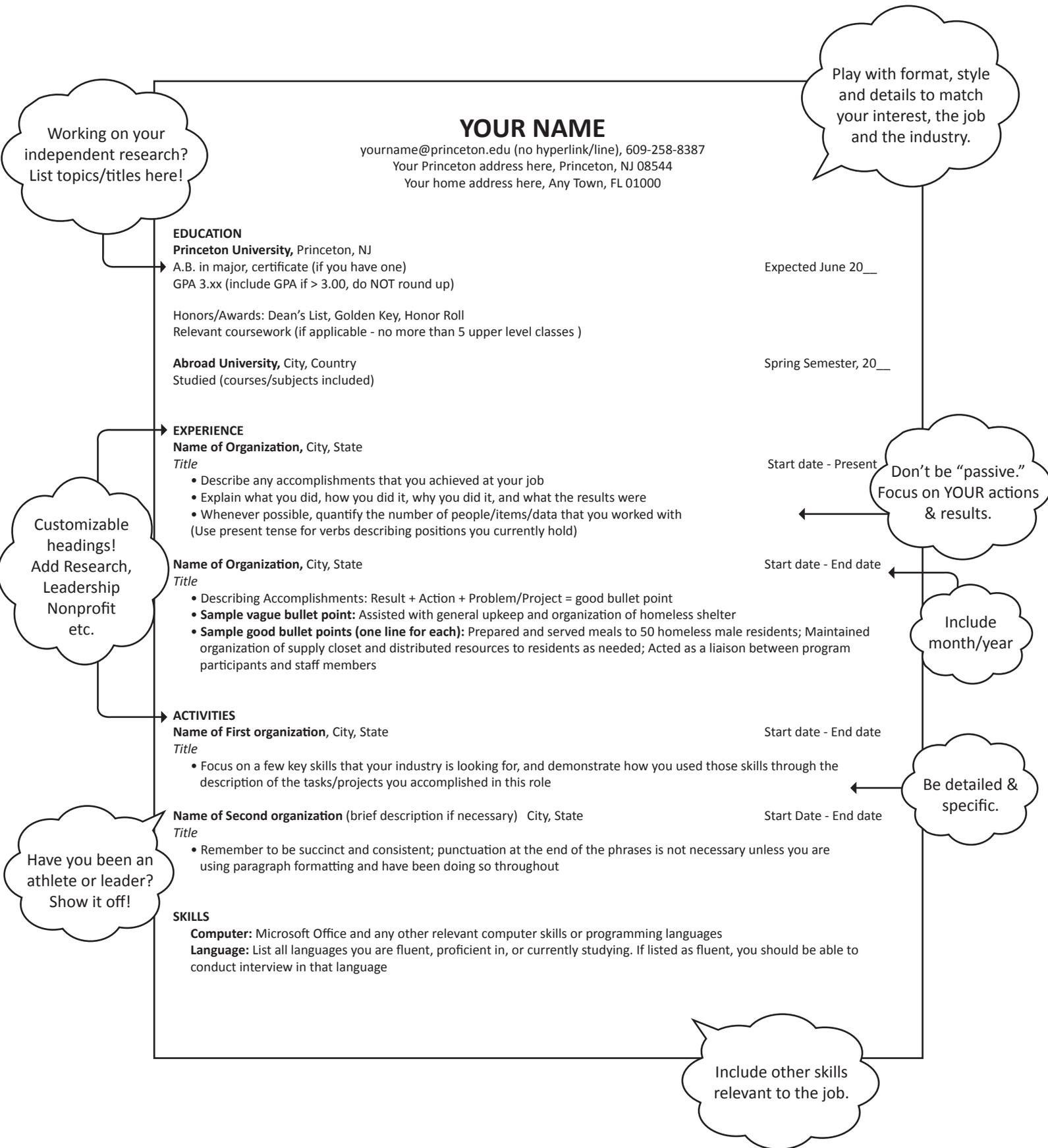
acted  
began  
combined  
conceptualized  
created  
customized  
designed  
developed  
displayed  
drew  
entertained  
established  
fashioned  
founded  
illustrated  
initiated  
integrated  
introduced  
invented  
modeled  
modified  
originated  
performed  
photographed  
revised  
revitalized  
shaped

### Accomplishments

achieved  
completed  
expanded  
exceeded  
improved  
pioneered  
reduced  
resolved  
restored  
transformed

# Foundations of a Resume

Follow these tips to design a compelling resume



# EXAMPLES

Same person, different focus. Order items based on what is most relevant to the position.

[Redacted]

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[Redacted]

**ATHLETIC ACHIEVEMENT**

Princeton packet First Team	2010-2012
Benjamin Benneker High School, Varsity Lacrosse	2008-2012
Captain	2012
Member of Maryland All-Star Team	2012
DC District IV First Team	2012
Washington News All-Area First Team	2011-2012
Fairfax County First Team	2008-2011
Southeast Conference All-Star First Team	2008-2011

[Redacted]

**EXPERIENCE**

Vice President, **Princeton Engineers Without Borders**, Princeton, NJ | February 2014–Present  
*Local chapter of national humanitarian organization that implements sustainable engineering projects in developing countries*

- Communicate with university administration and national Engineers Without Borders staff to ensure the financial backing and technical support necessary for project approval.
- Represent chapter in promotional events and organize regular chapter meetings on campus.
- Planned three-week service project in Summer 2011 to Huamanzaña, Peru, to install solar energy power.
- Designed and conducted accompanying instructional and educational program to teach Peruvian villagers about basic physics, the benefits of sustainable technology, and how to operate and maintain new technology.
- Fund-raised to meet goal of over \$15,000 and created 60-page collaborative report for Peru project.

[Redacted]

[Redacted]

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[Redacted]

**WORK EXPERIENCE**

Vice President, **Princeton Engineers Without Borders**, Princeton, NJ | February 2014–Present  
*Local chapter of national humanitarian organization that implements sustainable engineering projects in developing countries*

- Communicate with university administration and national Engineers Without Borders staff to ensure the financial backing and technical support necessary for project approval.
- Represent chapter in promotional events and organize regular chapter meetings on campus.
- Planned three-week service project in Summer 2011 to Huamanzaña, Peru, to install solar energy power.
- Designed and conducted accompanying instructional and educational program to teach Peruvian villagers about basic physics, the benefits of sustainable technology, and how to operate and maintain new technology.
- Fund-raised to meet goal of over \$15,000 and created 60-page collaborative report for Peru project.

[Redacted]

**OTHER ACTIVITIES**

**Varsity Lacrosse**

Benjamin Benneker High School, Captain	20018-2012
Member of Maryland All-Star Team	2012
DC District IV First Team	2012
Washington News All-Area First Team	2011-2012
Princeton Packet Frist Team	2010-2012

Samples of First College Resume

0001 Frist Center  
Princeton University  
Princeton, NJ 08544

**Marie Curie**

ada.lipton@princeton.edu  
609-332-0001

EDUCATION

**Princeton University, Princeton, NJ** June 2020  
BSE Candidate, Intended Concentration: Computer Science  
Coursework: General Computer Science, Algorithms and Data Structures, Introduction to Programming Systems, Information Security, Artificial Intelligence, Optimization

**Davis High School for Science and Technology, Portland, OR** June 2016  
Relevant Coursework: Prototyping and Engineering Materials, Design and Technology, AP Computer Science plus Data Structures  
Honors: National AP Scholar

EXPERIENCE

**McGraw Center, Princeton University, Princeton NJ** September 2016-Present  
*Peer Tutor*  
• Tutor 25 undergraduate students on mathematics and physics.  
• Work 10 hours a week in the Center.

**Davis High School for Science and Technology, Portland, OR** September 2014-June 2016  
*Math Tutor*  
• Tutored high school freshman ranging from arithmetic to calculus in one-on-one as well as in group settings.  
• Tutored over 100 high school students over two years.

**Custom Solutions, Boston, MA** Summer 2015  
*Business Analyst Intern*  
• Examine competitors to identify feature gaps in current products.  
• Prepared presentations to suggest recommendations based on research on competitor research.

EXTRACURRICULAR ACTIVITIES

**Princeton Women in Computer Science** October 2016-Present  
*Member and Events Chair*  
• Partner with three other officers to plan educational programs and speaker events.  
• Coordinate and facilitate weekly meetings.

**Princeton University Orchestra** August 2016-Present  
*Member*  
• Practice trumpet for ten hours a week and perform at three recitals each year.

SKILLS

Programming: Java, C, Python, PHP, HTML, CSS  
Applications: Microsoft Office, Adobe Photoshop, Adobe Flash

**Cell:** 212-555-1234  
**Email:** batman@princeton.edu

**School Address:** 36 University Place  
Princeton, NJ 08544  
**Permanent Address:** 350 5th Avenue  
Gotham City, NY 10118

**Bruce Wayne**

EDUCATION

Princeton University, Princeton, NJ Expected June 2020  
A.B. Candidate; Intended Concentration: Economics  
Intended Certificate: Urban Studies  
Coursework includes: Vigilantes of the Mid Century, History of Organized Crime, Justice and the Law

Princeton University Bridge Year Program, Shadow Institute, Bhutan Fall 2016  
Fieldwork included: Keysi Fighting, Conquering Inner Fears

Gotham Preparatory School, Gotham City, NY June 2016  
Preparatory President, Criminal Justice Organization, GPA 3.8

EXPERIENCE

Wayne Enterprises, Gotham City, NY Summer 2014, 2015  
*Intern*  
Assist in planning events that raise \$30,000 annually for local nonprofit orphaned children's foundation.  
Managed event registration processes prior to and on day of events, including coordinating the efforts of 30 volunteers.

LEADERSHIP & SERVICE

Police Explorers Program, Gotham City Police Department, Gotham City, NY September 2016-Present  
*Junior Volunteer*  
Participated in ride-alongs with Gotham City Police Department.  
Shadowed investigations of arrested individuals.

League Of Shadows, Shadow Institute, Bhutan August 2013-June 2014  
*Club President*  
Practiced the ancient art of Keysi.  
Taught peers important techniques of quieting the mind and pushing past fear.  
Assisted in research with world renowned scholar, Ra's al Ghul.

ACTIVITIES

Autonomous Vehicle Engineering Club, Princeton University, *Member* August 2016- May 2017  
Business Today Club, Princeton University, *Member* August 2016- May 2017

SKILLS

Highly proficient in Microsoft Word, Excel, Access, and Power Point  
Working knowledge of Adobe Dreamweaver, Photoshop, and Illustrator

General Sample Resumes

Olivia Pope

1000 State St. NW, Apt. 1  
Washington, DC 20005

olivia.pope@princeton.edu

(123) 456-7890

**EDUCATION**

**Princeton University**, Princeton, NJ | June 2016  
A.B. in Politics; Intended Certificates in Spanish & Latin (GPA 3.75)  
Relevant Coursework: Campaigns & Elections, American Politics, Microeconomics

**PROFESSIONAL EXPERIENCE**

**CAMPAIGN MANAGER** 2015-2016  
*Princeton Undergraduate Student Government* | Princeton, NJ

- Directed the winning campaign for Princeton's 2016 student body president, who received 73% of the votes.
- Managed all aspects of the campaign including recruiting a team, volunteers, creating a budget, and monitoring expenses.
- Raised \$11,000 in campaign funds, 86% more than the competition, by planning events, contacting donors, and taking donations.
- Assisted with speech writing and prepared the candidate for debates.
- Coordinated the voter outreach program, which included email, social media, and traditional mailers, which increased participation by 13% from the 2011 elections.

**OFFICE OF POLITICAL STRATEGY & OUTREACH**

*Summer Research Intern* | The White House, Washington, D.C. 2015

- Conducted foreign policies and domestic government research that advanced the goals of the office of the President.
- Drafted memos and summary reports to inform President of relevant findings.
- Compiled critical date and analysis for presentations.
- Curated news clippings from major media outlets to support research findings.

**CRISIS & RISK PUBLIC RELATIONS INTERN**

*Sterling Public Relations* | New York, NY 2014

- Monitored large projects for various client accounts.
- Prepared press kits for distribution, updated media lists, and compiled media coverage reports.
- Conducted benchmarking and research that included client competition, branding perception, and general industry trends.

**ATHLETIC ACHIEVEMENTS**

- Princeton University Swim Team 2015-Present
- Swimming Coach, Trenton YMCA 20110-2013
- Trenton Central High School Swim Team, Captain 209-2013
- District Finals, 2nd place 2012
- Mercer County, 1st place 2011

**SKILLS**

- Crisis Management
- Publicity
- Political Analysis
- Campaign Relations
- Speechwriting
- Opinion Polling
- Fundraising

Carlton Banks

Campus Address:  
Frist Campus Center Box 9999  
Princeton, NJ 08544

310-111-9999  
cbanks@princeton.edu

Permanent Address:  
215 East Main Street, Apt 3  
Bel Air, CA 90077

**EDUCATION**

**Princeton University**, Princeton, NJ June 2016  
*A.B. in Art and Archaeology, Certificate in Dance* GPA: 3.0

- Coursework includes:
- Modern Repertory and Choreography, Topics in Dance History, Criticism and Aesthetics
  - The Russian Avant-Garde, Behind the Scenes of the University Art Museum

**Sorbonne University of Paris**, Paris, France Summer 2012  
*Six-week summer study abroad in intermediate French*

**EXPERIENCE**

**The Daily Meal**, New York, NY Jan. 2012-Present  
*Editorial Intern*

- Gather research on topics ranging from nutrition to cooking tips and pitch story ideas in regard to the college student demographic to editors of online food blogs that draws more than 8 million visitors per month.
- Contribute to online stories for the Daily Finds page and write a daily blog for the Campus Eats section.
- Post daily responses to Campus Eats Q&A and comments page.
- Utilize social media platforms such as Twitter, Facebook, and Pinterest to help increase readership among university students for the Campus Eats section of blog.

**Quirk Gallery**, Brooklyn, NY July-Aug. 2011  
*Gallery Shop Intern*

- Researched, wrote, and designed artist cards for represented artists.
- Streamlined Gallery Shop for Domino magazine photo shoot.
- Performed administrative and clerical tasks including answering phones and sorting mail.

**Princeton University Bridge Year Program**, Urubamba, Peru Sept. 2010-June 2011  
*Volunteer*

- Selected for freshman year experience; worked in two rural communities building a ceramic water filter for residents as well as developing the frame work for an after school education program for children ages 5 to 10.
- Experience provided an autonomous cultural immersion of South America and Peruvian culture.

**New York International Ballet Competition**, New York, NY June 2009-July 2010  
*Summer Counselor (Live-in position with professional dancers, ages 17-24)*

- Directed dancers' daily schedules for rehearsal and classes.
- Ensured fairness in competition by monitoring and timing rehearsals.
- Coordinated daily delivery of supplies of food and water.
- Communicated with judges and visiting company directors on behalf of the dancers.

**CAMPUS ACTIVITIES**

**Program in Dance** Sept. 2011-Present  
*Selected Performer*

- Performed solo in Susan Marshall's *Name by Name*.

**HONORS**

**Princeton University:** Outstanding Freshman Award in Dance, June 2012  
**High School:** Member of the National Honor Society; AP Scholar with Distinction

Sample Fellowship/Graduate School Resume (Research Highlighted)

SHELDON COOPER

phone (609) 462-4942 | email drcooper@princeton.edu | address 314 Galileo Ct., Galveston, TX 02104

*Education*

**Princeton University** | Princeton, NJ May 2014  
*A.B. in Modern Physics and Cosmology* (4.00 GPA)  
 Certificate in Engineering Physics  
 Honors: Astrophysics Honor Society, Princeton University Outstanding Senior  
*summa cum laude*

*Research Assistant* January 2012-May 2014

- Analytical research of string theory and M-theory research studies.
- Participated in groundbreaking research in the areas of dark matter, analytical mechanics, and supersymmetric theories.
- Responsible for the Princeton University's six-loop quantum gravity calculations.

*Experience*

**ABC Company** | Sometown, MA July 2014-Present  
*Research Scientist, Regenerative Medicine*  
*Research Intern*  
 • Recipient of the United States Military Fellowship in the Science. Completed internship with the Department of Physics at California Institute of Technology.  
 • Develop and execute analytical test methods and controls for the manufacture of cell-based biological products.

*Research Highlights*

- Performed extensive scientific research in the field of particle physics phenomenology at high-energy colliders such as the LHC.
- Served on research team that focused on theoretical plasma physics by studying turbulence and how it might be reduced to improve fusion reactor designs.
- Discovered why the Large Hadron Collider had yet to isolate the Higgs boson particle.
- Led laboratory bench studies for product advancements helping NASA create more innovative technology. Efforts contributed to leading-edge prototypes for the United States.
- Worked with Dr. Barry Kripke to write the grant proposal for a new fusion reactor.

*Interests*

Physics, chemistry, biology, astronomy, cosmology, algebra, calculus, differential equations, vector calculus, computers, electronics, engineering, history, geography, linguistics, football.

*Languages*

Finnish, Spanish, French, Mandarin Chinese, Persian, Arabic, and Klingon

Sample Senior Thesis Resume

\*There are many types of professional resume for artists, for example actors, writers, visual artists, dancers, directors, and producers. As you are starting out and looking for work outside of your artistic endeavors there are ways to translate your artistic work to traditional work. Below is an example of how a student might craft a resume that reflects their experience in a different way.

Simon Warhol

email: jd1992@gmail.com \ mobile: 917.555.5555 \ website: www.jackd.squarespace.com

**EDUCATION**

**Princeton University** Class of 2016  
*Concentration:* English Certificates: Visual Arts and Urban Studies  
*Awards:* Martin A. Dale '53 Award (Broadways) Summer 2014  
 • Managed \$5k Dale Award grant to cover travel, housing, food, in-city transportation, and research materials for cross country tour of "Broadways" in big cities and small towns in development of a multimedia storytelling project integrating photographs, audio, and video

**EXPERIENCE**

**Broadways, Producer** June 2014 - Present  
 • Produced interactive multimedia exhibit to be staged at the Lucas Gallery and available via app  
 • Developed funding prospectus, secured and managed \$10k from campus partners to produce, hire student staff, and promote exhibition that drew >200 people and over 22k unique users in one week  
 • Authored exhibit script and app materials, recorded and edited original material, and collaborated with a staff of 5 to develop exhibit and app  
 • Wrote copy for social media advertisements, theatre festival programs, and event descriptions  
 • Continuing development of app and exhibit to produce off campus

**Visual Artist and Producer** September 2013 - Present  
 • Developed and exhibited over 14 shows including both independent work and collaborations  
 • Curated and researched historical and cultural context, procuring materials and managing budgets ranging from \$200 to \$5k to exhibit work

**Peer Academic Advisor** May 2015 - Present  
 • Build a support system both academically and socially for 25 first year students through collaboration with their Residential College Advisor.  
 • Assist students in matriculation, course selection, and department navigation, along with personal support

**Town County Arts Center, Intern** June - August 2013  
 • Marketed 10 unique productions via social media, papering, and personal distribution at local events  
 • Created funding reports by analyzing box office data, compiling feedback, and projecting budgets for past and future theatrical and artistic exhibitions  
 • Introduced Google Documents infrastructure to coordinate project tasks between offices to increase efficiency

**SKILLS**

*Languages:* Fluent French; Proficient Spanish  
*Technical:* Microsoft Office, Adobe InDesign, Final Cut Pro, Final Draft, R, Social Media applications including Facebook, Instagram, Snapchat and Hootsuite

Sample Pre-med Resume

Sample STEM Resume

**Gregory House**

111 Frist Campus Center  
Princeton, NJ 08544

(609) 555-5678  
house@princeton.edu

**EDUCATION**

**Princeton University**, Princeton, NJ  
A.B. in Molecular Biology, Pre-med, Certificate in Neuroscience, 4.0 GPA  
Relevant coursework: Genetics, Biochemistry, Introduction to Biological Dynamics, Biostatistics, Microbiology, Genome Integrity and Human Disease.

**RESEARCH AND LAB EXPERIENCE**

*“Revising the Phylogenetic Reassignment of Oxytricha trifallax”* Fall 2014  
A junior paper submitted that revised the phylogeny of O. trifallax using several conserved gene sequences.

**Research Assistant**, Frist Lab, Princeton University Spring 2014  

- Conducted analytical experiment on gene expression, attempting to determine level of other factors.
- Performed purification of protein.
- Generated statistical summaries and reports of collected data.

**Lab Technician**, Molecular Biology Department, Princeton University Fall 2013  

- Set up, adjusted, maintained and cleaned laboratory equipment daily.
- Analyzed and recorded test data to issue reports using charts, graphs and narratives.
- Examined cells stained with dye to locate abnormalities.

**Research Intern**, Princeton Pharmaceuticals, Princeton, NJ Summer 2013  

- Performed DNA extraction and gel electrophoresis.
- Collaborated to design and develop antibody-based molecules.
- Conducted protein expression analysis to support research findings.
- Assisted with developing and implementing analytical methods using biosensors technologies and immunoassays.

**HOSPITAL EXPERIENCE**

**Emergency Room Volunteer**, Princeton Plainsboro University Hospital, Princeton, NJ Summer 2012  

- Observed and assisted physicians and nurses as they examined and interviewed patients.
- Evaluated situations to identify patients requiring immediate attention and informed supervisor.
- Supported and comforted patients and their families.
- Performed clerical duties including filing and transferring phone calls.

**LEADERSHIP EXPERIENCE**

**Residential College Advisor**, Mathey College, Princeton University September 2011-Present  

- Advise 12 freshmen on academic and social issues to support their adjustment to college life.
- Plan and organize educational and social programs to develop a cohesive community on the floor.

**Peer Career Advisor**, Career Services, Princeton University September 2011-Present  

- Conduct resume and internship workshops and individual resume reviews at the residential colleges.
- Develop career educational programs for students.

**SKILLS**

- Laboratory: primary cell proliferation assays, cell/tissue culture, FACS, ELISA, lymphocyte isolation
- Computer: C, Java, Microsoft Office
- Language: Spanish

**EXTRACURRICULAR ACTIVITIES**

- Staff Writer, Daily Princetonian February 2011-Present
- Cellist, Princeton University Orchestra September 2010-Present

**Campus Address:**  
36 University Place  
Princeton, NJ 08544

**Howard Wolowitz**  
hwolowitz@princeton.edu  
609-763-9412

**Permanent Address:**  
398 Laguna Avenue  
Carlsbad, CA 92010

**EDUCATION**

**Princeton University**, Princeton, NJ June  
2019BSE, Mechanical and Aerospace Engineering; Certificate in Engineering and Management Systems GPA 3.4  
Coursework: Introduction to Engineering Dynamics, Thermodynamics, Modern Solid Mechanics, Engineering Design, Fluid Dynamics, Environmental Fluid Mechanics, General Computer Science, Programming Systems

**PROJECT**

**Box Lift Crane Project** – Engineering Design Course  

- Designed and built a crane to hold and endure 500 lbs.
- Acted as a team leader for a group of six students and delegated work to each member.

**EXPERIENCE**

**Research Assistant**, Mechanical & Aerospace Engineering Department, Princeton University Fall 2015  

- Assist professor and a post-doctoral fellow by performing computational fluids dynamics.
- Perform design validation testing of prototypes.

**Engineering Intern**, Liberal Design, Dallas, TX January 2016-Present  

- Designed mechanical products and systems by developing and testing specifications and methods.
- Evaluated product ideas, models, and requirements and provided suggestions for improvement.
- Collaborated in a cross-functional project team of mechanical, electrical, and system engineers and developed an understanding of the life cycle of product design.

**LEADERSHIP ACTIVITIES**

**Team Leader**, Engineers Without Borders September 2016-Present  

- Lead the Peru team to develop clean water infrastructure in a Peruvian village.
- Research technologies and local resources and design infrastructure for water lines.
- Conduct fundraising to cover all necessary expenses.

**Trip Leader**, Princeton Outdoor Action Fall 2016-Present  

- Led a group of eight freshmen on week-long wilderness trip.
- Ensured physical and emotional health of the students.
- Mentored them on college life at Princeton and addressed their concerns.

**EXTRACURRICULAR ACTIVITIES**

**Vice President**, German Association of Princeton November 2012-Present  
**Member**, Princeton Bhangra February 2016-Present

**SKILLS**

Technology: Java, Python, MATLAB, Mathematica, SolidWorks  
Languages: Majhi (Native fluency); German (Native fluency); Malwai (Conversational proficiency)