CHEMICAL ENGINEERING RÉSUMÉS

1. There is no absolute right format. This is your personal work, so create a resume that represents you well and that you like. However, be sure that you follow basic guidelines:

   A. Make sure your resume says the most about you in the fewest number of words (one page is recommended for Bachelor's level students, 2 pages for graduate students…but there are some exceptions, e.g. more than ten years of employment experience).

   B. Be consistent with your format! Margins, bolding, capitalization, and style must be consistent as well as order and style of information.

   C. Proofread for typing and spelling accuracy.

2. Only items leading directly to setting up an interview should be included. Keep your resume specific to the job you are applying for, even if that means having different resumes for different jobs. (E.g. one resume for research-related positions and another for sales positions.) Salary requirements, supervisor's names, abbreviations, clichés, reasons for leaving jobs, personal opinions and personal information such as height, weight, age, marital status, etc. should be excluded.

   A. Required Categories: (Heading) Name, Address, Phone Number (Note: Be sure your phone number is prominent. Employers who cannot find--or read--your telephone number will not call!), Email Address; (Body) Education, Experience (Work and/or Activities).

   B. Optional Categories: (Body) Objective, Relevant Coursework, Honors & Awards, Activities, Credentials, Skills, Computer Skills, Publications or Presentations, Professional Affiliations, and Other.

3. If you do include an objective, be sure that it shows your career goals. It must be narrow and specific and include your strengths as they apply to the position. (e.g. To obtain a position as a Chemical Engineer at a growing company where I can use my research abilities and excellent communication skills to create advanced products in a team setting.)

4. Both the resume and cover letter should be examples of your best work! Maintain a positive tone by excluding negative aspects of your experience.

5. Choose a conservative font such as Helvetica, Times, Courier, Geneva, New York, Palatino, or a sans serif font no smaller than 10 and no larger than 14. Include as much "white space" as possible for easier scanning by the employer.

6. Make your resume look professional. If you make a hard copy, use only a laser printer on good quality bond paper. Use white, off white, or a light blue or gray, 8-1/2" X 11" bond paper. (Remember that your potential employer may photocopy your resume, so be sure that the paper is not too dark or "blotchy" to photocopy well!).

7. Be specific with dates, job titles, employers, interests, and accomplishments. Be complete and descriptive without being too long. Always be completely accurate and truthful!

8. Use what is called telegraphic style. Omit all personal pronouns (I, we, they, you, etc.) Use incomplete sentences in list form (no paragraphs!) without punctuation.

9. Use results oriented, "action verbs" in describing your experience. Words such as administered, coordinated, developed, created, implemented, managed, and prepared are keys in telling employers what you have accomplished. Use past tense unless you are describing a job you are currently doing (in which case present tense or past tense is acceptable). Career Services has additional recommendations for action verbs.

10. Do not staple, paper clip, fold, or put your resume in a folder. Use the larger 9" X 12" envelopes to mail and be sure watermarks, if your paper has them, are right-side up.

For more information or assistance with a résumé or other job search question, please contact us at:
School of Chemical Sciences Career Counseling & Placement Services
105 Noyes Laboratory
217-333-1050 • plblum@illinois.edu • http://careers.scs.illinois.edu/

EXAMPLE 1: Entry-Level BS Chemical Engineer

JOHN T. LEIBOWITZ

2334 S. Austin Rd, Apt. B
Nantucket, IA 30301
217-555-1212 (home) 217-555-1212 (cell) johnl@gmail.com

EDUCATION

BS, Chemical & Biomolecular Engineering
University of Nantucket, Nantucket, IA, Expected 2014

- Advisor: Professor Nina R. Young
- GPA 3.55/4.00

EXPERIENCE

Research Assistant, Professor Nina R. Young
University of Nantucket, Nantucket, IA, 2012-Present

- Prepared and measured laminates for Li-ion battery electrodes
- Wrote programs for testing batteries using MACCOR

Teaching Assistant, Undergraduate Introductory Chemistry Lab
University of Nantucket, Nantucket, IA, Fall 2012

- Planned and led help sessions and recitations
- Coordinated materials, conducted lab sessions, and graded lab reports for over 60 students

Intern
ABC Engineering, New York, NY, Summer 2012

- Conducted in-dept reappraisal of a drilling joint-venture
- Developed an Excel-based steam optimization program
- Audited 7 completed energy projects

Tutor
University of Nantucket, Nantucket, IA, Spring 2012

- Assist in educating college students in Chemistry and Physics

COMPUTER EXPERIENCE

- Navigate Mac OS, DOS, MS Windows, X windows, and UNIX
- Proficient in MathCAD, Excel, MS Word, AmiProd, MS PowerPoint
- Able to learn new software quickly.

TECHNICAL SKILLS

- UV-Vis, IR, NMR Spectroscopy
- Gas, Liquid Chromatography
- Factional distillation & recrystallization

AWARDS

- Dean's List, Fall 2010-January 2014
- Grant recipient from the General Electric Foundation, Summer 2011

EXTRACURRICULAR ACTIVITIES

- Private music tutor (cello), 2010-Present
- Member, Alpha Delta Chi honor society, 2010-present
- Intern, Urban Food Bank, Fall 2011

EXAMPLE 2: Entry-Level PhD Chemical Engineer

ERNSTINE QUIGLEY

123 Gorder Drive
Iowa City IA 52240
319-555-1212
equigley@uiuc.edu

EDUCATION

PhD, Chemical Engineering, University of Illinois, Urbana-Champaign, IL
Anticipated December 2014

- Thesis title: "Recovery and Purification of Recombinant Proteins"
- Advisor: Professor Anton Bruckner

MS, Chemical Engineering, University of Illinois, Urbana-Champaign, IL
May 2012

- Thesis title: "Recovery and Purification of Recombinant Proteins"
- Advisor: Professor Charles Lucas

BS, Chemistry (summa cum laude), Central College, Pella IA
May 2010

- GPA 3.60/4.00
- Thesis title: "Computer simulation of ozone reactions"
- Advisor: Professor J. P. Morgan.

RESEARCH EXPERIENCE

Graduate Assistant, University of Illinois, Urbana-Champaign, IL
2010-present

- Advisor: Professor Anton Bruckner
- Investigated clarification and purification methods to recover recombinant proteins
- Evaluated processes for upstream operations (i.e. size reduction, milling, extraction, and centrifugation) and downstream operations (chromatography, precipitation, filtration, and expanded bed adsorption)
- Established theoretical and applied guidelines for developing efficient processes for the purification of recombinant industrial, therapeutic, and pharmaceutical products

Summer Intern, Exxon Research and Development, Houston TX
Summer 2010

- Performed protein structure determination studies including amplifying DNA
- Purified product and performed agarose gel electrophoresis
- Purified cardiac calsequestrin using hydrophobic interaction chromatography
- Extracted product from the gel for future structure analysis

RESEARCH EXPERIENCE cont.'

Summer Intern, University of Illinois at Urbana-Champaign
Summer 2009

- Assisted in the laboratory of Professor Ivan P. Oakes
- Worked independently on synthesis project

Undergraduate Research Assistant, Central College, Pella IA
2007-2010

- Advisor: Professor J. P. Morgan
- Constructed new experimental equipment parts
- Used computer modeling

AFFILIATIONS

American Institute of Chemical Engineers, 2009-present

PUBLICATIONS

"Process for the Recovery of Strontium from Radioactive Waste Solutions" Presented at Emmanual Vasqueze International Conference on Chemical Storage, Mexico City, April, 2012.

Quigley, E. and Morgan, J.P. "Purex Pulse Studies – 1998," Modern Science, Spring 2012.

List others in similar manner…

Additional optional categories may include **ACTIVITIES** or **LEADERSHIP**, **COMMUNITY SERVICE**, **SKILLS**, **INDUSTRY EXPERIENCE**, or whatever experiences/skills you have that make you a unique and excellent candidate

References Page

You *may* choose to set up a separate page of references (set-up as above; 3-5 references…could be a combination of academic & industrial supervisors, focus on contacts from graduate-level work)

ACTION VERBS

Leadership & Organizational Skills

Achieved
Acquired
Acted
Adapted
Administered
Approved
Arranged
Ascertained
Assembled
Attained
Audited
Budgeted
Catalogued
Charged
Chartered
Completed
Complied
Conducted
Controlled
Decided
Delegated
Determined
Directed
Drove
Earned
Effected
Eliminated
Enhanced
Ensured
Exceeded
Excelled
Executed
Expanded
Guided
Headed
Hired
Implemented
Improved
Increased
Indexed
Instigated
Instituted
Inventoried
Kept
Led
Logged
Managed
Marketed
Motivated
Observed
Ordered
Organized
Overcame
Participated
Performed
Planned
Prepared
Presided
Procured
Projected
Provided
Ran
Recommended
Recorded
Recruited
Reorganized
Scanned
Scheduled
Strategized
Streamlined
Succeeded
Supervised
Supported
Unified
Won

Research Skills

Analyzed
Appraised
Classified
Coded
Collaborated
Collected
Compared
Constructed
Contrasted
Contributed
Coordinated
Designed
Detected
Diagnosed
Discovered
Dissected
Distributed
Engineered
Examined
Experimented
Explored
Extracted
Formulated
Innovated
Inquired
Inspected
Interpreted
Invented
Investigated
Made
Manipulated
Maximized
Minimized
Modeled
Modified
Monitored
Obtained
Oversaw
Pioneered
Produced
Proposed
Reported
Researched
Reviewed
Solved
Specialized
Stimulated
Studied
Summarized
Surveyed
Synthesized
Theorized
Transformed
Verified

Technical Skills

Applied
Assessed
Calculated
Computed
Correlated
Devised
Documented
Estimated
Financed
Handled
Integrated
Maintained
Operated
Programmed
Repaired

Creative Skills

Built
Conceived
Conceptualized
Created
Developed
Established
Fashioned
Founded
Generated
Initiated
Inspired
Launched
Originated
Piloted
Revised
Shaped
Symbolized
Tailored
Visualized

Teaching & Helping Skills

Advised
Advocated
Aided
Allocated
Approved
Assessed
Assisted
Attended
Cared
Checked
Clarified
Coached
Collaborated
Conducted
Cooperated
Counseled
Demonstrated
Developed
Diagnosed
Directed
Educated
Enabled
Encouraged
Evaluated
Examined
Explained
Facilitated
Followed
Fostered
Guided
Helped
Illustrated
Implemented
Influenced
Informed
Inspired
Instructed
Lectured
Led
Mentored
Planned
Prompted
Proposed
Represented
Reviewed
Served
Shaped
Solicited
Supported
Sustained
Taught
Trained
Tutored
United

Communication Skills

Addressed
Advertised
Answered
Arbitrated
Authored
Clarified
Communicated
Compiled
Composed
Consulted
Contacted
Corresponded
Critiqued
Debated
Delivered
Demonstrated
Drafted
Edited
Explained
Informed
Interviewed
Introduced
Mediated
Moderated
Narrated
Negotiated
Notified
Offered
Persuaded
Presented
Promoted
Proofread
Publicized
Published
Questioned
Referred
Related
Responded
Spoke
Translated
Wrote