

## Sample Resume Format for Postdoctoral Research and Career Symposium

Notes on using this sample as template:

- Please note that the resume template is just that—a template to help guide you as you build your resume. You can tailor your resume as you see fit.
- We advocate the use of the University of Chicago GRAD Office [guidance for industry CVs and resumes](#).
- It is customary not to exceed two pages for industry resumes. Do not submit an academic-style CV.
- If one or more of the sections is not pertinent to you, then delete them.
- The text at the top of the pages in grey are guidelines and examples and should be deleted on your final draft.
- For instance, (3 of 12 select publications)—for you, it may be (4 of 50 select publications). Edit as you see fit.
- Your resumes will be compiled into a searchable resume PDF package for participating companies.

**Obviously delete this page, too.**

**Save resume as Last Name\_First Name and upload your resume through the registration portal.**

## Name

Street (not required—delete if desired)  
City, State, Zip code (not required—delete if desired)

Phone  
email

## Summary of Qualifications

- 3-5 bullet points (short paragraph also common)
- Summarize primary accomplishments (papers, etc.)
- Supplement the accomplishments with soft skills
- Quantify using numbers wherever possible

## Education

**The University of Chicago**, Chicago, IL

Ph.D. Chemistry, expected June 2012

- GPA: 3.92/4.0
- Von Holst Teaching Award, University of Chicago, 2009
- MacArthur Research Fellowship, Center for the Advanced Studies, 2008-09

**The University of XXX**, Cambridge, MA

B.S. in Physics *summa cum laude*, June 2007

- GPA: 3.78/4.0
- Dean's List 2003-05, Some Prestigious Honor 2004

## Research Experience (or Employment)

**The University of Chicago**, Chicago, IL

*Graduate Researcher*, 2009-Present

- Researched the role of Myosin II in cell motility in the cellular slime mold
- Developed a collection of green fluorescent protein and epitope-tag marker plasmids now widely used by researchers in the Dictyostelium field.

## Technical Skills (Highlight the ones that are most relevant)

- Classical and quantum molecular modeling and simulations
- Monte Carlo and molecular dynamics methods, numerical analysis
- Programming languages: Fortran, C, and Perl

## Leadership Experience

**Graduate Student Association**, The University of Chicago, Chicago, IL

*Chair of Sustainable Development Committee*, 2007-08

- Organized Earth Day activities for 400 attending students, faculty and staff
- Facilitated debate on accepted 'Definition of Green'
- Managed animal balloon demolition facility

**Select Publications** (3 out of 12 peer reviewed publications) \*use *Select and (...)* if you can't fit them all

*Some Really Cool Title*. M Smith, J Smuggles, **N Supafly** (in preparation).

*Yeah I Did That Title*. **N Supfly**, S Bigshot *J Chem Phys*, (accepted).

Way Too Much Work Title, Z Warshel\*, **N Supafly\***, S Bigshot, , JACS, **132** (45), 16225-16239 (2010) \*co-authors contributed equally.

**Select Presentations** (2 out of 10 science presentations) \*use *Select and (...)* if you can't fit them all

Telluride Science Research Center, Telluride, CO, 2008  
*The Unusual Electrostatics of Hydrated Protons in Proteins and Elsewhere*

American Chemical Society, Washington, DC, 2007  
*My Really Great Research* \*Invited

**Grants** \*if applicable

DOE BES Program, Grant Number 2009-12  
Title: Really Great Stuff: Good Thing They Funded Me (co-PI; \$250k/yr)

**Patents** \*if applicable

**Honors and Awards** \*if applicable

Provide context to communicate the impact or competitiveness of awards:

Awesome Postdoc Award. Awarded to 1 postdoc out of 50,000 each year by the National Science Foundation.