

## **Graduate School Resume** **(Career Development Center – Craig-Lee 054 – 456-8031)**

A graduate school resume is a document that accompanies your application to a college/university. It provides the admissions committee with more information than what's included in the application and focuses on what they need to know to better evaluate your candidacy. This resume is different than the job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application to a school and provide yet another opportunity to sell yourself.

### **It is similar to your job search resume in the following ways:**

- Crisp language – use action verbs to describe your experiences
- Clean layout – use lots of “white space” so that it is easy to read
- No mistakes – no typos, no grammatical errors

### **It is different from your job search resume in the following ways:**

- Is not limited to one-page in length (two pages is fine)
- Separates your work and non-work experiences into different sections
- Include all your experiences – not just the ones targeting a specific job
- Indicates amount of time (per week, month) you've committed to different experiences
- States how many hours per week you work to pay what percentage of your education (e.g., “Work 20-25 hours per week to pay 100% of educational expenses.)
- References your education but does not provide complete information – that will come from your transcript

Your graduate school resume may include different categories than your friend's. That's because your experiences will be different. The sections you choose to include and the order in which you choose to list them should be strategic on your part. What do you want the admissions committee to pay the most attention to?

### **Some of the most common categories included in a transfer resume are:**

- Education
- Employment
- Extra-curricular Involvement (college)
- Extra-curricular Involvement (high school)
- Volunteer/Community Involvement
- Certifications

### **Additional categories you might choose to include (don't be afraid to generate your own):**

- Memberships
- Leadership Experience
- Research/Presentations
- Foreign Languages (remember to indicate levels of proficiency)
- Foreign Travel

To get started with your graduate school resume, we recommend: 1) you pick up a job search resume handout from Career Development Center (Craig-Lee 054) to check out formats and action verbs, 2) generate a rough draft and 3) set up an appointment with a career counselor to review your draft by calling 401-456-8031. Be sure to bring your rough draft and the disk it's on to the appointment.