

GRADUATE SCHOOL RESUME

A graduate school resume is a document that accompanies your entrance 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 market 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, though contact info must be on both)
- 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
- 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 commonly included categories are: (more details in the LAYOUT section following)

- Career Objective/Professional Profile
- Education
- Academic Experience/Highlights
- Employment
- Volunteer, Community, and/or Extra-Curricular Involvement
- Certifications/Professional Development

LAYOUT

The layout and order of your resume should be determined by what you want to emphasize to the admissions committee. The most important and relevant experiences should be at the top, while the least are at the bottom. Imagine if the committee was crunched for time and can only discuss the top two-thirds of your resume. Organize accordingly. Below is a basic order for a graduate school resume.

Education

This should be the most important entry in your resume. After providing the basics (name of undergraduate college / university, degree, graduation date, major, minor, GPA, etc.), select the outstanding academic accomplishments to highlight for the admissions committee. These may be subtopics under Education or they may be their own categories. Areas that may be included are:

- Research
- Scholarships
- Independent Study
- International Study
- Honoraries
- Conferences
- Presentations
- Publications

Academic Experience, Course Highlights, and/or Internships

Highlight particularly relevant academic courses by providing more details about these courses. Describe two to three upper-level courses that provided hands-on experiences or in-depth study with bullet statements. Include only the most salient courses relevant to your intended graduate school major. Do not list all courses. Also, most graduate schools prefer applicants with a combination of academic and experiential preparation. Some graduate schools require volunteer or internship experience. Provide details about your related experiences.

Employment

List the most relevant and recent job positions. Be sure to include 2-3 bulleted points that highlight the skills and experiences that will best support your application for graduate school and your major area of study.

Volunteer, Community, and/or Extra-Curricular Involvement

If you participated in campus or community activities that developed your leadership, time management, or other skills important to your success in graduate school, include these activities and provide details that show your active participation.

Certifications and/or Professional Development

Experiences not related to your graduate school admission do not need to be included unless they show relevant skill development.

Additional Categories

Add these if you have extra room or if you have done something especially noteworthy. Additional categories you might choose to include are:

- Memberships
- Leadership Experience
- Foreign Languages (remember to indicate levels of proficiency)
- Don't be afraid to generate your own