

# Graduate Resume and Curriculum Vitae Guide

Resumes and curriculum vitae (CVs) are two types of documents used when applying for positions. Although the format of resumes and CVs are fairly similar, there are distinct differences in their purpose, length, and amount of detail. Resumes, the most commonly used of these two documents, are usually used for industry positions. Typically a CV is used for academia and should be used only when one is specifically requested. If you are unsure which document to provide, you may want to contact the organization directly to see which they prefer.

## WHAT IS A RESUME?

- Your marketing tool to prospective employers in industry
- A concise one to two page document that highlights your most relevant experiences and skills tailored to each position to which you are applying

Tip: Create a master resume of all your experiences and accomplishments. Use this record to write a one to two page tailored resume for each position you apply for highlighting your most relevant qualifications.

## WHAT IS A CURRICULUM VITAE (CV)?

- An academic version of a resume that provides a professional archive of all your experiences related to your academic career
- For graduate students, a CV is typically a few pages. Length should be determined by the amount and depth of your experiences. A CV should then be tailored to the position you are applying for by ordering your sections from most to least relevant
- Use your CV as a professional archive and keep it updated with all your accomplishments

Tip: Consider consulting with a faculty member or advisor for advice and feedback on your CV because they often serve on hiring committees and have experienced an academic job search.

## TO GET STARTED WITH YOUR RESUME OR CV:

- 1) Make a list of your experiences: education, research, teaching, publications/presentations, organizations, etc.
- 2) Think about your contributions, what skills you used and developed, and your significant achievements
- 3) Begin to craft your resume or CV by organizing these experiences into sections (examples below)

There are many sections that could be a part of your document. It is important to keep in mind that your document should be specific to your experience and the position for which you are applying. You have flexibility in the choice, naming, and placement of sections. While your contact information and education are usually listed first, other sections can be in any order, based on your strengths and the requirements of the position or opportunity.

## RESUME AND CV SECTIONS

Below is a list of common sections you may use when creating your document. As mentioned above, the sections you use for your document and the order you place them in will be determined by your experiences, accomplishments, and the requirements of the position. To see examples of these sections refer to the example resume and CV at the end of this guide.

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**CONTACT INFORMATION:** Include your name, present and/or permanent address, telephone number, and email address.

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**SUMMARY OF QUALIFICATIONS:** Included on a **resume**, a set of bullet points (skills statements) that concisely highlight skills and experiences on your resume that relate directly to the position.

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**EDUCATION:** Include all institutions of higher education you have attended and are currently attending in reverse-chronological order (most recent first). Include: the degree you are seeking, university name, college name, city and state of the university, your (expected) graduation date, and GPA. Thesis and dissertation titles, minors, coursework, academic awards, and study abroad programs may also be included in this section.

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**THESIS/DISSERTATION:** Provide the title and a short description of your work, its framework, and your findings, as well, as your advisor and committee members. Also include the completion date.

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**EXPERIENCE:** For each experience (paid or volunteer) include your position title, organization name and location, and dates of employment. Then create bulleted skills statements to describe your experience using this formula: Action Verb + Details + Result (when applicable).

To format skills statements, begin with a bullet point, then use an action verb (see pg. 5 for list) that describes the skill used (e.g. “created,” “researched,” etc.) and summarize your duties, accomplishments, and projects. When possible describe the results of your efforts.

**Example of skills statement:** Demonstrates teamwork

- Weak Skills Statement: “Manufactured diagnostic reagents”
- Strong Skills Statement: “Collaborated in a large team setting to efficiently manufacture diagnostic reagents in a GMP environment”

Avoid using personal pronouns such as “I” and make sure verbs are in the correct tense (past tense for past experiences and present tense for current experiences). List your experiences in reverse chronological order (most recent first). Consider creating specific experience sections to highlight different types of experiences, such as “Related Experience,” “Research Experience,” “Leadership Experience,” etc. When including experiences on a **resume** it’s important to include more detail for experiences that directly relate to the position description, which may mean being selective about what experiences are included. On a **CV** experience sections that include industry may not give as much detail depending on their relation to the purpose of your CV.

**TEACHING/RESEARCH EXPERIENCE:** On a **CV** all teaching and research experience should be detailed and describe all aspects of your academic work. On a **resume** these sections may be shorter and less detailed, including only research and teaching experiences that demonstrate transferable skills related to the job. Within teaching experiences include information such as courses taught, university and department names, dates, and a description. Within research include title/type of research, faculty contributing, and a description of the purpose and findings. Postdoctoral information can also be included in these types of sections.

**SKILLS:** Include tangible skills, such as language, technical, and laboratory skills. Consider your level of proficiency. Do not include transferable or “soft” skills, such as communication skills.

**PUBLICATIONS AND PRESENTATIONS:** Provide a list of published works and presentations authored or co-authored (those submitted and under review), including the title, co-authors or presenters, place of publications or presentations, and dates similar to a bibliography page. When included on a **resume** the list of publications should be selected based on the job description. On a **CV** you will provide a complete list of your works.

**PROFESSIONAL ASSOCIATIONS:** List professional associations/organizations in which you hold memberships, including dates of your involvement and a description of your contribution if you have been involved beyond general membership.

**AWARDS AND HONORS/FELLOWSHIPS:** List competitive scholarships, fellowships, and assistantships received, names of scholastic honors, and teaching or research awards you have received, specifically those most relevant to the position.

**CERTIFICATIONS:** Include certificates related to your field you have earned. List the name of the certificate and its expiration date.

**GRANTS RECEIVED:** Provide the name, dates, and amount of grants you have written and received.

**REFERENCES:** When requested as part of an application, include the name, job title, organization name, address, phone number, and email address for 3-5 individuals. It can also be helpful to provide a brief statement describing your relationship with each reference. If included along with a **resume**, references are on a separate page that is formatted to match your resume. If included as part of your **CV**, references may be placed at the end of the document.

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## FORMATTING YOUR RESUME OR CV

- The length of your resume or CV will depend on your level of experience and qualifications. Generally a graduate resume should be 2 full pages and a CV should be 3-5 pages long. However, based on your experiences, career field, and the position description, it could be longer or shorter. Whatever the case, only print your document on one side of the paper and include your name and the page number at the top of each page.
- Avoid using a resume or CV template. This decreases your ability to personalize and make changes as your document evolves.
- Your resume or CV should be well organized, without spelling errors, and easy to read. An employer spends a short amount of time reading your document—it is imperative that the employer clearly sees the most important qualifications.
- To organize your document, you may choose to use bold, italics, all caps, indenting, and bullets. You will want to use these sparingly to emphasize the most important information. Avoid pictures, graphics, non-black ink, shading, and symbols instead of traditional round solid bullet points.
- It is a good idea to start with a 1 inch margin on each side. You can reduce the margins to 1/2 inch if need be. Font size should be between 10-12 point, and you will want to choose easy to read font styles, such as Times New Roman, Arial, or Garamond. Keep font size and style consistent throughout your CV (except for your name which should be a larger size).
- Present your resume or CV on quality bond paper (20 pound)—choose white or off white to ensure your document is easy to read.
- If you are filling out an online application where you cannot upload your document directly, keep the format simple when filling in required information.
- If you are requested to submit your documents via email, save your resume or CV and cover letter (if applicable) as attachments. Include a brief note in the body of the email stating your purpose.

## TIPS FOR RESUME AND CV WRITING

- Make sure that your resume or CV is a unique and personal document. It is a great idea to look at examples of resumes or CVs but also important to make it your own.
- There are some suggestions that we provide when writing a resume or CV, but there are also options and room for choice. If you give your document to several people, they may all give you different feedback. Beyond some of our strongly suggested guidelines, resumes and CVs are subjective.
- Be 100% honest and factual. Avoid abbreviations.
- Organize your document so the most important information is at the top.
- Do not include a work history. Rather, include your most related experiences or those where you demonstrated a high level of skill.
- Personal information, such as, marital status, age, ethnicity, height, and weight should not be included.
- Avoid personal pronouns (I, my, we) and complete sentences to describe your experiences. Start your statements with action verbs.
- Always proofread your resume or CV. Do not solely rely on spell check. Some employers may eliminate candidates based on errors.
- It is suggested that you tailor your resume or CV to the job description. You may have more than one version of your document depending on the positions to which you are applying. You may change the order of sections to list more relevant areas of your experience closer to the top.
- Remember that your resume or CV is YOUR marketing tool. Many times it is an employer's first impression of you. It is also a work in progress that you will continually revise.

## ADDITIONAL RESOURCES

- Visit [www.ccse.umn.edu](http://www.ccse.umn.edu) to view our Resume Writing or Curriculum Vitae Workshops
- Visit the CCSE Resource Center to view our Resume Examples Binder and related books
- Have your resume or CV reviewed by a CCSE Counselor or Peer Counselor. You can drop off a paper copy or email to [ccse@umn.edu](mailto:ccse@umn.edu). If you'd like to meet with a CCSE Counselor to discuss your application materials, you can make a 30-45 minute appointment or stop by during Quick Stop Counseling (paper copy only; no laptops).

# Transferable Skills

As you begin your search for a career and/or job it is important to know your qualifications and communicate these skills to an employer through your resume or CV, cover letter, and interview. Over the years you have developed many skills through your coursework, research, extracurricular activities, and other experiences. Review the list below and identify which transferrable skills you have and reflect on how you acquired these skills. Use this information when creating your resume or CV to describe your experiences and the skills gained from these experiences. For example, if you have researched a topic for class and then wrote, edited, and presented a final research paper in front of your peers, you have used skills (gathering information, writing, problem-solving, presenting) which are not limited to that specific academic discipline, but are transferable to many occupations.

<b>Communication</b>	<b>Research and planning</b>	<b>Human relations</b>	<b>Organizing, management and leadership</b>	<b>Work survival</b>
The skillful expression and interpretation of knowledge and ideas.	The search for specific knowledge and the ability to conceptualize future needs and solutions.	The use of interpersonal skills for resolving conflict, relating to and helping people.	Ability to supervise and guide individuals and groups in the completion of goals.	The daily skills that assist in promoting effective production and work satisfaction.
Speaking effectively	Predicting	Developing relationships	Initiating new ideas	Implementing decisions
Writing effectively	Creating theories and ideas	Being sensitive	Handling details	Cooperating
Listening attentively	Identifying problems	Listening	Coordinating tasks	Enforcing policies
Expressing ideas	Imagining alternatives	Conveying feelings	Managing groups	Being punctual
Facilitating discussions	Identifying resources	Providing support	Delegating responsibility	Managing time
Negotiating	Gathering information	Motivating	Teaching	Attending to detail
Persuading	Solving problems	Sharing credit	Coaching	Meeting goals
Perceiving non-verbal messages	Setting goals	Counseling	Advising	Enlisting help
Presenting information	Extracting information	Cooperating	Promoting change	Accepting responsibility
Describing feelings	Defining needs	Delegating with respect	Selling ideas or products	Setting and meeting deadlines
Interviewing	Developing evaluations	Representing others	Decision making with others	Organizing
Editing	Creating spreadsheets and databases	Perceiving feelings, situations	Managing conflict	Making decisions
	Calculating results	Asserting		

# Power Verbs for Your Resume or CV

## Accomplishment

achieved  
completed  
decreased  
expanded  
exceeded  
improved  
increased  
oriented  
pioneered  
reduced (losses)  
resolved (issues)  
restored  
spearheaded  
succeeded  
surpassed  
transformed  
won

judged  
lectured  
listened  
marketed  
mediated  
moderated  
negotiated  
observed  
outlined  
participated  
persuaded  
presented  
promoted  
proposed  
publicized  
reconciled  
recruited  
referred  
reinforced  
reported  
resolved  
responded  
solicited  
specified  
spoke  
suggested  
summarized  
synthesized  
translated  
wrote

## Communication

addressed  
advertised  
arranged  
articulated  
authored  
clarified  
collaborated  
communicated  
composed  
condensed  
conferred  
contacted  
conveyed  
convinced  
corresponded  
debated  
defined  
described  
developed  
directed  
discussed  
drafted  
edited  
elicited  
enlisted  
explained  
expressed  
formulated  
furnished  
influenced  
interacted  
interpreted  
interviewed  
involved  
joined

## Creative

adapted  
began  
combined  
composed  
conceptualized  
condensed  
created  
customized  
designed  
developed  
directed  
displayed  
established  
fashioned  
formulated  
founded  
illustrated  
initiated  
integrated  
introduced  
invented  
modeled  
modified  
performed

planned  
revised  
revitalized  
shaped  
solved

## Helping

aided  
accommodated  
advised  
alleviated  
assisted  
assured  
bolstered  
coached  
continued  
cooperated  
counseled  
dealt  
eased  
elevated  
enabled  
endorsed  
enhanced  
enriched  
familiarized  
helped  
interceded  
mobilized  
modeled  
polished  
prescribed  
provided  
protected  
rehabilitated  
relieved  
rescued  
saved  
served  
sustained  
tutored  
validated

## Planning & Organizing

acquired  
activated  
adjusted  
administered  
allocated  
altered  
anticipated  
appointed  
arranged  
assembled

assessed  
assigned  
authorized  
cataloged  
centralized  
charted  
classified  
collected  
commissioned  
committed  
confirmed  
contracted  
coordinated  
customized  
delegated  
designated  
designed  
determined  
developed  
devised  
dispatched  
established  
evaluated  
facilitated  
forecasted  
formulated  
housed  
identified  
implemented  
incorporated  
instituted  
issued  
linked  
logged  
mapped out  
observed  
obtained  
ordered  
organized  
planned  
prepared  
prioritized  
procured  
programmed  
recruited  
rectified  
researched  
reserved  
retrieved  
revised  
routed  
scheduled  
selected  
secured  
simplified  
sought

straightened  
strategize  
studied  
suggested  
tailored  
tracked

## Problem Solving

alleviated  
analyzed  
brainstormed  
collaborated  
conceived  
conceptualized  
created  
debugged  
decided  
deciphered  
detected  
diagnosed  
engineered  
foresaw  
formulated  
found  
investigated  
recommended  
remedied  
remodeled  
repaired  
revamped  
revitalized  
satisfied  
solved  
synthesized  
theorized

## Quantitative

accounted for  
appraised  
approximated  
audited  
balanced  
budgeted  
calculated  
checked  
compiled  
compounded  
computed  
conserved  
converted  
counted  
dispensed  
dispersed  
earned  
enumerated

estimated  
figured  
financed  
grossed  
increased  
inventoried  
maximized  
multiplied  
netted  
profited  
projected  
purchased  
quantified  
rated  
reconciled  
recorded  
reduced  
totaled

## Technical Skills

adapted  
applied  
assembled  
build  
calculated  
computed  
conserved  
constructed  
converted  
debugged  
designed  
determined  
developed  
engineered  
fabricated  
fortified  
installed  
maintained  
operated  
overhauled  
printed  
programmed  
regulated  
remodeled  
repaired  
replaced  
restored  
solved  
specialized  
spearheaded  
standardized  
studied  
upgrade  
utilized

## Example Resume

### GOLDY GOPHER

1234 Gopher Way, Minneapolis, MN 55414

612-555-5555 Goldy001@umn.edu

#### SUMMARY OF QUALIFICATIONS

- Pursuing a Master of Science in Mechanical Engineering
- Obtained industry experience through internship at Boeing and collaborated on a project with BASF
- Proficient in aerosol/nanoparticle synthesis, sampling, measurements and instrumentation
- Experience in air filtration, cleanroom technology, engine emission, and flow measurement/CFD
- Knowledgeable about thermal-fluid problems, aerosol physics, and mechanical design

#### EDUCATION

##### Master of Science in Mechanical Engineering

University of Minnesota-Twin Cities, Minneapolis, MN  
College of Science and Engineering  
Department of Mechanical Engineering  
Cumulative GPA: 3.87

Expected Graduation May 2013

##### Bachelor of Engineering in Mechanical Engineering

University of Wisconsin-Madison, Madison, WI  
College of Engineering  
Cumulative GPA: 3.76

May 2011

#### RELATED INDUSTRY EXPERIENCE

##### Intern, Boeing Seattle, WA

Summer 2012

- Conducted systematic measurement for flow fields in a smoke test chamber at different heating and ventilation conditions, using Particle Image Velocimetry
- Helped validate CFD simulation results for smoke generation and transport in commercial airplane cabins
- Streamlined a key product characterization procedure, improving reproducibility and turn-around time for manufacturing
- Designed and implemented comparative studies of various standard operating procedures in order to detect areas of improvements
- Collaborated with a multi-disciplinary team of software engineers, electrical engineers, and aerospace engineers
- Interacted with customers, partners, subcontractors and suppliers
- Presented findings and recommendations of project areas that could be developed to the internship coordinator and colleagues

#### SKILLS

**Particle Generation:** Nebulizer, Tube Furnace, Fluidized Bed, Diffusion Burner, Electrospray

**Laboratory Instruments:** Electron Microscopy (TEM, SEM, EDX), Differential Mobility Analyzer, Condensation Particle Counter, Nanoparticle Surface Area Monitor, Nanometer Aerosol Sampler, Aerodynamic Particle Sizer, Optical Particle Counter, Liquid Particle Counters

**Programs:** LabVIEW, Matlab, ANSYS, Fluent, AutoCAD, Pro/ENGINEER, SolidWorks, ImageJ, Macromedia

**Computer Languages:** C/C++, Fortran, HTML, JavaScript

# Example Resume

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## PROJECT EXPERIENCE

- Developing Pulsed Aerosol Loading System, Center for Filtration Research (CFR)** Spring Semester 2012
- Designed and built the control hardware and program of an experimental system for pulsed aerosol loading tests on filter media
- Upgrading Control Software of UNPA, BASF Company** Fall Semester 2011
- Improved the LabVIEW control software of Universal Nanoparticle Analyzer (UNPA): Added new functions, such as particle diffusion loss correction; Enhanced program user interface and debugged code errors

## RESEARCH EXPERIENCE

- Graduate Research Assistant** Sept. 2011 – present  
**Particle Technology Lab**, College of Science and Engineering, University of Minnesota-Twin Cities, Minneapolis, MN
- Collaborated with Donaldson Company and 3M through Center for Filtration Research (CFR) to study mass loading and pressure drop on Nanofiber filters
  - Performed experimental and theoretical studies on the filtration of fractal aggregates
  - Measured penetration of silver aggregates across model screens at various sintering temperatures
  - Developed an analytical model for predicting effects of particle structure on filter efficiency
  - Continued NSF funded research on real-time structure and mass measurements for agglomerated nanoparticles
  - Evaluated in situ the particulate mass concentration of diesel engine emissions using a variety of instrumentation and methods
  - Applied the Universal Nanoparticle Analyzer (UNPA) to investigate effects of sintering on morphology of metallic nanoparticle agglomerates formed by spark discharge; Funded by BASF, Germany (Dr. Bernd Sachweh)
  - Developed new modules for and maintained a web-based software on filter performance evaluation, dust cake loading and filter pleating design
  - Conducted numerical study on diffusion-limited aggregation of nanoparticles in laminar shear and found the relation between velocity gradient and aggregate fractal dimension

## SELECTED PUBLICATIONS & PRESENTATIONS

### Journals

- G., Gopher, L. Yang, A.B. Duggard, H. Aleckson (2011). Measurement of Metal Nanoparticle Agglomerates Generated by Spark Discharge using the Universal Nanoparticle Analyzer (UNPA). *Aerosol Sci. & Technol.*, Accepted

### Conferences

- Presentation, Effect of Nanofiber Layer on Dust Cake Formation and Structure. XX<sup>th</sup> AAAR Annual Conference, Minneapolis, MN, Oct 26-30, 2012
- Presentation, Online Measurements of Structure and Mass Concentration for Airborne Nanoparticle Agglomerates. AIChE 2012 Annual Meeting, Minneapolis, MN, Dec 10-14, 2012

## PROFESSIONAL AFFILIATIONS

- Member of American Institute of Chemical Engineers 2011 – present  
Member of American Association for Aerosol Research 2009 – present  
Member of American Filtration & Separations Society 2009 – present

## Example CV

### Michael Anical

1000 Gopher Avenue #12  
Minneapolis, MN 55414

651-000-1212  
mechanical@umn.edu

#### EDUCATION

**Ph.D. Candidate, Mechanical Engineering** Expected May 2013  
College of Science and Engineering, University of Minnesota-Twin Cities Minneapolis, MN  
Dissertation title: "Numerical Study of Natural Convection in Solar Thermal Storage Vessels"

**Master of Science in Mechanical Engineering** May 2010  
College of Science and Engineering, University of Minnesota-Twin Cities Minneapolis, MN  
Thesis title: "Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles"

**Bachelor of Mechanical Engineering** May 2007  
College of Science and Engineering, University of Minnesota-Twin Cities Minneapolis, MN

#### RESEARCH EXPERIENCE

**Graduate Research Assistant, Particle Technology Lab** August 2010-present  
University of Minnesota-Twin Cities Minneapolis, MN

- Administer experimental and theoretical studies on the filtration of fractal aggregates
- Sustain NSF funded research on real-time structure and mass measurements for agglomerated nanoparticles
- Collaborate with Donaldson Company and 3M through Center for Filtration Research (CFR) to study mass loading and pressure drop on Nanofiber filters
- Develop new modules for and maintaining a web-based software on filter performance evaluation, dust cake loading and filter pleating design
- Conduct numerical study on diffusion-limited aggregation of nanoparticles in laminar shear and found the relation between velocity gradient and aggregate fractal dimension

**Research Assistant, High Temperature and Plasma Laboratory** August 2008-May 2010  
Department of Mechanical Engineering, University of Minnesota-Twin Cities Minneapolis, MN

- Designed and optimized a low pressure silane plasma reactor to synthesize single crystal cube shaped silicon nanoparticles for electronic device applications
- Examined and categorized nanoparticles on electron and atomic force microscopes
- Characterized plasma particle system using electrostatic capacitance probe, white light absorption spectroscopy, optical emission spectroscopy and laser light scattering
- Assembled and maintained vacuum equipment for the experimental setup
- Performed experiments for varying plasma conditions

#### TEACHING EXPERIENCE

**Teaching Assistant, Graduate Level Course-Advanced Aerosol & Particle Engineering** January 2011-May 2011  
Department of Mechanical Engineering, University of Minnesota-Twin Cities Minneapolis, MN

- Conducted office hours to help students understand and solve homework problems
- Prepared and graded homework solutions
- Wrote weekly quizzes, posted their solutions online, graded quizzes and exams, kept record of the scores using Excel
- Collaborated with Professors and other TA's on course material and grading policies, improving communication skills



## Example CV

### Michael Anical

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#### PATENTS

- Integrated input roller having a rotary mass actuator Filed: April 2012
- Handheld device having multiple localized force feedback Filed: March 2012
- Tag for facilitating interaction with a wireless communication device Filed: March 2012

#### AWARDS & FUNDING

- National Science Foundation Graduate Research Fellowship May 2012
- Mechanical Engineering Advanced Study Grant August 2010-May 2011
- Recognized as a "Ph.D. Student of Promise" by the American Society of Mechanical Engineers, nominated by Dr. Byron Labb June 2011
- Minnesota Society of Professional Engineers Graduate Student Scholarship August 2008-Present
- North Star Stem Alliance Scholar, University of Minnesota August 2003-May 2007

#### SCHOLARSHIP

##### Publications

##### Journal publications

- **Anical, Michael**, John Author, Anne Gineer. Journal article title. International Journal of Mechanical Engineering, 2012; Under review.
- **Anical, Michael**, Goldy Article, Grant Riter. Journal article title. International Journal of Mechanical Engineering, 2010; 126 (56-70): 1020-1056.
- **Anical, Michael**, Rita Journal, Andy Mann. Journal article title. International Journal of Mechanical Engineering, 2009; 122 (43-52): 894-906.

##### Conference publications

- Author, Mark, **Michael Anical**, Tom Article. Title. Conference title, Conference City, State, 2011.
- Author, Mark, **Michael Anical**, Tom Article. Title. Conference title, Conference City, State, 2010.

##### Presentations

- Presented "Numerical Study of Natural Convection in Solar Thermal Storage Vessels" at the Minnesota Society of Professional Engineers Conference 2011, St. Paul, MN, September 19-22, 2011.
- Presented "Numerical Study of Natural Convection in Solar Thermal Storage Vessels" at the American Society of Mechanical Engineers Conference 2011, St. Louis, MO, June 4-7, 2011.
- Presented "Real-Time Automotive Slip Angle Estimation with Nonlinear Observer" at American Control Conference 2011, Auburn, AL, January 12-15, 2011.
- Presented "Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles" at University of Minnesota Master Thesis Event 2007, Minneapolis, MN, May 2, 2007 .
- Presented robot at University of Minnesota Robot Show Fall 2003, Minneapolis, MN, December 8, 2003.

##### Posters

- "Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles," Minnesota Society of Professional Engineers Conference 2008, Minneapolis, MN, September 20-24, 2008.

# Example CV

## Michael Anical

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### PROFESSIONAL MEMBERSHIPS

- **International Association of Mechanical Engineers** August 2009-Present
- **American Society of Mechanical Engineers** August 2007-Present
- **Minnesota Society of Professional Engineers** August 2006-Present

### SERVICE

#### Professional

- Reviewer for the University Executive Council of Graduate and Professional Student Professional Advancement Grants Fall 2010

#### Community

- Volunteer, Annual Blood Drive-American Red Cross, St. Paul, MN May 2009-Present
- AmeriCorps Volunteer, MN Math Corps, St. Paul, MN June 2007-July 2008

### REFERENCES

#### Dr. Goldy Gopher, Professor

Department of Mechanical Engineering  
University of Minnesota-Twin Cities  
124 Minnesota Lane  
Minneapolis, MN 55414  
651-555-7799  
goldy@umn.edu  
Relationship: Professor and mentor for 4 years

#### Dr. Byron Labb, Professor

Department of Mechanical Engineering  
University of Minnesota-Twin Cities  
124 Minnesota Lane  
Minneapolis, MN 55414  
651-555-7799  
blabb@umn.edu  
Relationship: Ph. D. advisor for 3 years

#### Dr. Mark Machine, Professor

Department of Mechanical Engineering  
University of Minnesota-Twin Cities  
124 Minnesota Lane  
Minneapolis, MN 55414  
651-555-7799  
mmachine@umn.edu  
Relationship: Teaching assistant advisor and mentor for 3 years