

Resume Template for Postdoctoral Research and Career Symposium

Notes on using this 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.

Please keep to two pages.

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 send to postdoc-symposium@anl.gov.

	Name	
Street		Phone
City, State, Zip code		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

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

- 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