

WRITING YOUR OWN RESUME

What is it?

- A mini cover letter.
- 5-6 lines with a summary of your key characteristics and skills relevant for the position. Divided into 3-4 lines of your skills and 1-2 lines about you as a person and your approach.
- Should be targeted the specific job you are applying for.

Why is it important?

- It gives an overview of why and how you are suited for the job.

EXAMPLE OF RESUME:

I am an experienced, passionate, and competent scientist specialized within the field of molecular biology, gene modification and plant transformation. I enjoy carrying out hands-on research in the laboratory as well as planning, taking responsibility and developing new ideas. During my PhD I have obtained significant results concerning the isolation and analysis of gene expression, and I am experienced within bioinformatics development. I am eager to start a career in the industry, where I am looking forward to apply my current competencies.

Areas Of Expertise:

- Isolation and analysis of genes
- Bio informatics
- Development of new methodologies
- Idea development
- Project management

Technical Skills:

- NMR-spectroscopy
- PCR, RT-PCR
- Preparative HPLC
- DNA/RNA extraction
- UV-vis

EXAMPLE OF RESUME:

Profile:

Creative designer with experience in film and theater

Diverse background in the design and production of stop motion animations, puppets, sound, sets and lighting

PhD degree in fine arts from Aarhus University

Self motivated with strong problem solving and organisational skills

EXAMPLE OF RESUME:

A resourceful and ambitious labour economist with extensive understanding of economic theory and its practical implications. Experience of undertaking analytic work and research projects with minimal supervision, whilst working in a team environment with multiple priorities and tight deadlines. Having a active commitment to continuous improving quality standards when performing statistical analysis of industry and economic data.

Statistical research - policy formulations - Labour economic analysis



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