

## Creating Work Experience Descriptions

For internships, assistantships, jobs, volunteer work, etc.

Descriptions should include these four components:

- **Company/Organization/School name** – Avoid abbreviations (e.g. *University of Illinois at Chicago*)
- **Location** – List the city and state or city and country if outside the USA. (e.g. *Chicago, IL* or *Pune, India*)
- **Title** – If you were not given a title in your role, create one that fits best. (e.g. *Intern* for an internship)
- **Dates of employment** – List months and years. (e.g. *July 2017 – August 2017*)

### STRUCTURE

- Employers quickly skim resumes. Therefore, job descriptions are recommended to be written out in bullet point form to make your resume easier to read, and easier to skim. Do not include big, bulky paragraphs on your resume.
- Each bullet point should start with a verb (e.g. *researched, taught, developed, coded, presented, etc.*).
- Verbs should be detailed in present tense for current positions and past-tense for former positions (e.g. *assist is present tense, whereas assisted is past-tense*).
- Typically, each bullet point should be no more than one line of text, but two lines of text is acceptable (maximum).
- Quantifying your work and/or including measurable results provides a more compelling description (e.g. *Graded exams, quizzes, and homework for over 150 students for Introduction to Computer Science, CS 109*).
- Providing as many details as you can in each bullet point helps create more effective descriptions that help you to demonstrate the application of your acquired skills and abilities to potential employers.

#### ➤ **Quiz: which bullet point would you use?**

- Conducted product safety tests.
- Assisted engineers, lab technicians, and clients in product safety testing of security and signaling devices by conducting a variety of standardized industry certification tests.

### EXAMPLES:

#### **Connectivity Wireless Solutions - Schaumburg, IL**

*Engineering Intern*

July 2017 – January 2018

- Work with wireless technologies CDMA, TDMA and carriers Verizon, T-Mobile, AT&T, Sprint to provide reliable signal coverage using DAS services
- Consult with construction managers, project managers, and engineers about various project activities to complete on-time and under budget
- Process test results using Master Software Tools, Line Sweep Tools, and EXFO FastReporter 2
- Observe project design plans and created Excel spreadsheets for test results
- Assist performance engineers on work-sites and perform coax sweep testing, system testing, fiber testing, and antenna orientation to supply customer with cell service
- Utilize various tools like Anritsu spectrum analyzer, fiber OTDR, signal generator, fusion splicer to perform various cable tests and functionalities

#### **University of Illinois at Chicago**

**Chicago, IL**

**Undergraduate Research Assistant**

**August 2016 – July 2017**

- Reconstructed carotid arteries from medical MRI images. Modeled blood flow using reconstructed arteries.
- Reviewed analytical test method reports, simulation reports, and change control rationales for compliance.
- Performed lab procedures for various biomedical reactions under the guidance of graduate students.
- Presented a detailed scientific presentation on research to laboratory professor and graduate students.