

Resume Questions for Writing Resumes

Chemistry

Berry College Career Center, Krannert 310, 706-236-2292

Follow these steps for processing/writing up your descriptions.

- Brainstorm all duties and responsibilities
- Identify accomplishments/success stories
- Use top skills and qualities handout to identify/describe your skills

Use the questions below to help analyze/write your paid/non-paid experience:

- What/Who was impacted?
- Why was the project or task important?
- What was the project hypothesis proven or disproven?
- Did you accomplish goals on schedule? Did you supervise people?
- Did you have a chance to use certain laboratory instrumentation?
- Write or prepare reports or articles? Collect data?
- Plan experiments or experiment procedures?
- Train others to do the work?
- Did you tutor or teach any students? What did you learn from that experience?
- What impact did your work have on people, events, or things?