

Service
Learning

Organization

Resume Writing: Am I Underselling Myself?

Extracurricular
Activities

Military

Attendance to
Conferences

Creativity and
Development

Management



Recommended Standard Format of Resume for STEM Majors

I. Personal Information

- **Name**
- **Home address**
- **Email address**
- **Cell phone number**
- **Home number**
- **Web address**



II. Summary Statement

communicates what you can bring to the table in the targeted role. Highlight your most relevant strengths, skills & core competencies that are unique to you as a candidate, versus a trait or skill that's an industry or professional standard (i.e. "multi-tasker" or "team-player").

SAMPLE

SUMMARY OF QUALIFICATIONS: Over 3 years of Biology. Skilled in DNA Extraction, Gram Staining, CPR, Visual Signs, Chemical Purification, and Programming. Very proficient in Microsoft Office, Microsoft Excel, and Microsoft PowerPoint. Excellent Team player, creative, innovative, strong leadership abilities



III.EDUCATION

- **Name of Institution**
- **Major**
- **Minor**
- **Expected Date of Graduation**
- **Relevant or Related Coursework**
- **Additional Study**



IV. WORK EXPERIENCE

- *FORMAT! FORMAT! FORMAT!*
- *PAID OR UNPAID!*

SAMPLE

Job Title

City, State

Company Name

Dates of Employment

- Job Responsibility/Achievement
- Job Responsibility/Achievement
- Job Responsibility/Achievement



V. Honors, Awards, Achievements

- **Academic**
- **Leadership**
- **Selective Organizations**
- **Extra-Curricular Activities**
- **Service Learning**
- **Research**
- **Conference Attendance**



VI. SKILLS

- **Computer Skills**
- **Biology, Chemistry, EHS laboratory Skills**
- **Management Skills**
- **Oral Presentations**
- **Certification**
- **Military**



VII. Academic/Professional Organizations

Beta Kappa Chi

*National Organization of Black Chemists and
Chemical Engineers*

National Society of Black Engineers

Benedict College Pre-Health Club

Women in Engineering

Student National Medical Association

National Clubs Related to Your Major



VIII. Research/ Internships

- **Title of Research Program**
- **Funding Source**
- **Title of Your Research (Style)**
- **Abstract (if space requires)**



IX. REFERENCES

- **Give names, titles, addresses, email, phone numbers of your references if possible.**
- **Include people who have observed you in settings related to the job/career/internship/, etc.**



Parts of the Professional Application

- Cover Letter or Letter of Inquiry/Interest/Application
- Resume
 - Professional Goals
 - Skills
 - Education
 - Work History
- Transcripts
- Letters of Recommendations/References
- Copy of Certificates, Licenses, etc.

Action Verbs for Experience

from <http://www.binghamton.edu/cdc/QRefGuide/Resume.pdf>

Writing the Experience Section:

For many students writing the experience section is a challenge. To begin, we suggest creating a list of the positions and activities which you have been involved. Next, refer to the list of action verbs below. Scan down the list and identify words that relate to your experiences.

You will begin each of your descriptive statements with one of these words. Now, ask yourself questions with regard to the action verbs such as

Who *What?* *When?* *Why?* *How?* *How many?*

Do you have numbers you can include (quantities, dollar amounts, percent increases or decreases)?

This is the information that makes your résumé both informative and interesting. A tip you can use to be sure you have worded your statements properly is to put an *imaginary* “I” in front of the statement. If it makes sense with the “I” there, you have probably written the statement correctly (You should never actually put a personal pronoun in your résumé).

For instance, if you chose “tutored” from the list of action verbs you can enhance your statement by indicating who you tutored, how many, what subjects and so on. You’ll end up with a statement such as: • Tutored three at-risk junior high students in science and math.

compared
compiled
completed
composed
computed
conducted
confronted
consolidated
contracted
constructed
conserved
consulted
contributed
controlled
coordinated
corresponded
counseled
created
critiqued
defined
delegated
delivered
demonstrated
designed
detailed
detected

determined
developed
devised
diagnosed
directed
dispensed
displayed
dissected
distributed
diverted
drafted
drew
edited
educated
effected
eliminated
enforced
enlisted
entertained
established
estimated
evaluated
examined
exhibited
expanded

expedited
explained
expressed
facilitated
familiarized
filed
filtered
figured
formulated
forwarded
founded
gathered
generated
governed
guided
helped
hired
illustrated
implemented
improved
improvised
increased
identified
indexed
informed
initiated
innovated
inspected

installed
instituted
instructed
integrated
interpreted
interviewed
introduced
invented
inventoried
investigated
judged
led
lectured
located
maintained
managed
mapped
marketed
measured
mediated
modeled
moderated
modified
monitored
motivated
negotiated
observed

obtained
operated
ordered
organized
originated
oversaw
painted
participated
perfected
performed
persuaded
photographed
planned
played
predicted
prepared
prescribed
presented
preserved
presided
printed
prioritized
processed
produced
programmed
projected
promoted

proposed
protected
provided
publicized
published
quoted
raised
reasoned
recommended
reconciled
recorded
recruited
reduced
referred
regulated
rehabilitated
reinforced
reorganized
repaired
replaced
reported
represented
researched
resolved
responded
restored
retrieved
reviewed

revised
rewrote
saved
scheduled
selected
served
shaped
simplified
sketched
sold
solved
specified
spoke
stimulated
straightened
streamlined
strengthened
studied
succeeded
suggested
summarized
supervised
supplied
supported
surveyed

synthesized
systematized
tabulated
taught
tested
timed
trained
transcribed
translated
transmitted
treated
tutored
upgraded
updated
visualized
wrote



Sample Resumes for STEM Students

- <http://www.macalester.edu/cdc/careersandjobs/jobsearchskills/resumes/sample.html>
- <http://www.salisbury.edu/careerservices/Students/resumes/majors/SampleResumesByMajor.htm>
- <http://www.uwosh.edu/career/SampleResumesResources.php>



Sample Letters of Introduction, Inquiry

- <http://resume.monster.com/coverletter/coverletters/>
- http://www.uwgb.edu/careers/Professional_Letters_Samples.htm
- http://careers.tufts.edu/students/pdf/cover_letter/2006%20Cover%20Letters%20Packet%20for%20COPY.pdf

University of Victoria
BIOCHEMISTRY/MICROBIOLOGY CO-OP

Résumé

Ian M. SPECIAL

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Victoria, BC

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Phone: (250) 123-4567

Messages: (250) 721-8813 (Co-op Office)

special@uvic.ca

CO-OP OBJECTIVES

To explore career opportunities in biochemistry and microbiology. My longer term goal is to obtain a graduate degree in molecular biology or immunology, leading to a research career in the health or agricultural sciences.

EDUCATION

<u>YEAR</u>	<u>INSTITUTION</u>	<u>MAJOR</u>
2002-2003	University of Victoria	Biochemistry and Microbiology
2001-2002	University of Victoria	First Year Science

1st Year G.P.A.: 6.82/9.00

PRESENT YEAR OF STUDY: 2B

2A Year G.P.A.: 6.45/9.00

UPCOMING WORK TERM: 1

AWARDS AND SCHOLARSHIPS

The Terry Fox Scholarship, 2002

UVic Entrance Scholarship, 2001

Passport to Education, 1999, 2000

Top English Student Award, 2000; Honours Science Student Award, 2000

Euclid Mathematics Competition Honours (Top 10% in B.C., Top 25% in Canada)

Member of winning team in Fort St John Mixed Triathlon, 1999

Honours Level Grade 9 Royal Conservatory of Music (trumpet)

SPECIAL SKILLS AND LABORATORY TECHNIQUES

- Microbiology skills: optical microscopy, bacterial staining, enumeration and identification of bacteria, sterile technique, media and buffer preparation
 - Biology skills: DNA extraction, gel electrophoresis
 - Chemistry skills: extraction techniques, distillation, filtration, titrimetry, chromatography (GC, TLC)
 - Spectroscopy skills: UV, visible, IR, NMR, MS
 - Computer skills: programming (BASIC, PASCAL), extensive use of various software applications for Macintosh and IBM, typing (40 words/minute)
 - Language skills: French Immersion Grade K-10
-
- Certifications: WHMIS certification, Red Cross first aid certification, valid BC Driver's License - class 5
 - Other skills: interpersonal skills gained working in the retail business, organizational and multi-tasking skills gained while working at McDonald's

WORK EXPERIENCE

University of Victoria, Department of Biochemistry and Microbiology

May - August 2001

Technician, Media Room. Assisted in busy media preparation room servicing ten research laboratories employing approximately 100 personnel, and the undergraduate microbiology laboratories accommodating 300 students each week. Washed and sterilized glassware; prepared and sterilized bacteriological media, buffers and solutions; poured agar plates. Operated autoclaves, dishwashers, drying ovens, top-loading balances, pH meters. Gained proficiency in working independently and scheduling multiple tasks, and working as a co-operative team member

Queens Restaurant, Victoria, BC.

May - August 2000

Waitperson. Served customers in a fast-paced environment in a friendly and efficient manner. Developed ability to work under pressure, deal with customer complaints, and to work as an effective team member with staff and management. Promoted to team leader and given added responsibility for managing cash and training new employees.



SUMMARY OF OTHER WORK EXPERIENCE

Volunteer at Victoria General Hospital, 1999 - present

Tutor in French, 1997-99

Morning newspaper deliveries, 1990-93

ACTIVITIES AND INTERESTS

Competitive swimming, running, cycling

Playing trumpet (solo and band)

Travel (European backpacking tour, summer 1999)

Hiking and wilderness camping and canoeing

Reading (science fiction, mysteries). Solving and compiling crossword puzzles

REFERENCES

Available on request



William P. Gatesmith

P.O. Box 100 Maryville, MO 64468 (660) 555-1234 wgatesmith@greatresume.com

Objective A software engineer internship with Gateway Computers

Education Bachelor of Science in Computer Science December 2006

Northwest Missouri State University (NWMSU), Maryville, MO

GPA in major: 3.55/4.0

Research Project: Analyzed, designed, and implemented a database system (using dBASE) for Volunteer Fire Department. System included reporting mechanisms for logging Fire/EMS calls, personnel training, and response records. Trained 10 users in operation of new systems as well as Microsoft Word and Windows.

Software DOS/Windows:

!MS-DOS (command line operation, batch file programming), Windows 95-XP, dBase IV, DreamWeaver MX and Flash MX

Macintosh:

!FileMaker Pro

Language C++, JAVA, JavaScript, HTML, COBOL, Action Script, Visual Basic, XML, Director, Assembler, Perl/CGI, Pascal, JDBC, and VB.NET, and JSP.

Hardware Set up and configured DOS/Windows machines, installed peripherals including drives, memory, and expansion cards. Familiar with scanners, digital cameras, audio, and visual equipment.

Database SQL, Oracle, SQL Plus, and Microsoft Access



Experience Programming Intern, KC Life Insurance Company, Kansas City, MO May 2005 - present

Visual Basic 6.0 Application using ADO, MSXML 3.0, Custom COM Component

Translated XSL style sheets (MSXML 2.6) to XSLT style sheets (MSXML 3.0 & .Net XML namespace)

Created Web-based reports and made ASP.Net pages using ADO.Net to report data from SQL server on intranet

Added “modify” functionality to a reservation system on the company intranet written in ASP

Customized content of static HTML pages

Webpage Developer, NWMSU Web Team, Maryville, MO January - May 2004

Designed and updated departmental web pages, developed, and maintained Northwest website

Validated forms using JavaScript

Worked closely with University offices to ensure user satisfaction

Computer Lab Assistant, NWMSU, Maryville, MO January - December 2003

Provided software and hardware support for student users

Opened and closed 3 labs, including 96 personal computers

Honors and Activities

Digital Electronic Media Club January 2004-present

Student Computer Olympiad Director August 2004-present

Assistant, DreamWeaver Workshop-Bricks & Click Libraries Symposium Fall 2004

Association for Computing Machinery Spring 2004

Academic Honor Roll (3.5/4.0) Fall 2003-present



OBJECTIVE: Design/development of aerospace vehicles, propulsion systems and propulsion technology.

EDUCATION: **Hofstra University** Hempstead, New York
Bachelor of Science in Mechanical Engineering May 2006

Bunker Hill Community College, Charlestown, Massachusetts
Earned 36 credits
2002-2003

RELEVANT COURSES:

Aerodynamics, Aircraft Performance, Aircraft Structure, Engineering Circuit Analysis, Engineering Materials, Dynamics, Heat Transfer, Jet Propulsion, Statics, Strength of Materials, Thermodynamics

ENGINEERING/TECHNICAL EXPERIENCE:

Hofstra Academic Computing Hempstead, New York
Lab Assistant
January 2004-present

- Assisted professors and students with the utilization of computer hardware and software.
- Trained new assistants in software usage and lab procedures.
- Led group of students in design of an application database.

General Electric AirCraft Engines Lynn, Massachusetts
Summer Intern Summers 2003-2005

- Conducted a life and crack growth analysis on high pressure turbine disks.
- Implemented and presented a stress study on the effects of dovetail mismatches on high pressure turbine disks.
- Participated in a six-sigma project to reduce the cycle time in analyzing mismatches.
- Converted 2D finite element models from an ANSYS44a file to an ANSYS53 file.



LEADERSHIP EXPERIENCE:

Hofstra Residential Life

Hempstead, New York

Resident Counselor

August 2004-present

- Guided 16 undergraduate men and women in building a living environment conducive to both academic success and growth.

COMPUTER SKILLS:

Access 97, Adobe Photoshop 3.0, ANSYS5.3, Cadkey (IBM), Excel 97, FORTRAN ,(IBM), Lotus 1-2-3, MathCad 6.0, Matlab, Pspice, PowerPoint 97, Quatro Pro, Siesta, Unigraphics

ACTIVITIES:

- African Peoples Organization (APO), 2004-present
- American Institute of Aeronautics and Astronautics (AIAA), 2004-present
- National Society of Black Engineers (NSBE), Officer 2002-present
- General Electric Young Professionals Society (GE YPS), 2003



Elizabeth Smith

College address:

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Fort Wayne, IN

(260) 312-3395

Esmith01@ipfw.edu

Permanent address:

5555 Oak View Drive

Indianapolis, IN 46556

(260) 364-3395

Objective Laboratory position utilizing scientific research and laboratory skills

Education Bachelor of Science in Chemistry, May 2003

Minor in Biology, emphases in Microbiology and Entomology

Indiana University, Fort Wayne, IN

GPA: 3.4/4.0

Coursework □ Physical Chemistry

Microbial Genetics

Analytical Chemistry

Animal Physiology

Immunobiology

Biochemistry

Aquatic Biology

Biotechnology

Lab Skills □ Gram Stain Procedure

Cultured Bacterial and Fungal Colonies

Media Preparation

pH Calibration

Potentiometric Calibration

Cyclic Voltammetry

- 
- Techniques for Bacterial Identification
 - Tests for Antibiotic Resistant Bacteria
 - Dilutions
 - Mass Spectroscopy
 - Methods for Nematode Staining
 - Maintenance of Laboratory Notebooks

Computer Skills

- Microsoft PowerPoint
- Mathematica
- Microsoft Excel
- Microsoft Word

Research Experience

Lab Support Technician, Chemistry Department

Indiana University Purdue University Fort Wayne, Fort Wayne, IN August 2003 – present

- Conduct research on spores of *Metarhizium anisopliae* for the control of locusts in Sub-Saharan Africa.
- Evaluate production processes utilizing hemacytometer and CFU counts.
- Work on methods to decrease water activity as to enhance germination at lower humidities.
- Assist in bioassays to determine the insects' mortality and virulence of the insect pathogen.



Laboratory Intern

Entomology Department, Virginia Tech Summer 2003

- Researched the development and fecundity of *Steinernema carpocapsae* nematodes when exposed to the bacterium *Xenorhabdus nematophilus* using in vitro techniques.
- Assisted in an experiment to determine the response of plant pathogenic nematodes to *X. nematophilus*.
- Applied predatory nematodes for the control of the Tomato Root Knot nematode.
- Aided in a pesticide trial for the control of Japanese beetle grubs.

Undergraduate Research Intern, Chemistry Department

Indiana University Purdue University Fort Wayne, Fort Wayne, IN June 2002– May 2003

- Worked to develop a biopesticide for the control of a plant pathogenic nematode using the bacteria *Xenorhabdus bovienii*.
- Responsible for general set-up and management of experiments as well as collection and analysis of data.

Activities Chemistry Club, IPFW, Member, 2002-present

Alpha Chi Sigma, IPFW, Member, 2002- present