

Resume Sample: Scientific Competencies

- 1 While most employers will use e-mail to correspond with you, inclusion of a postal address on your resume is required. If you are seeking a seasonal position in or near your hometown, or plan to move to a new address in the next couple of months, also include your permanent address. Ty's resume, on page 3 of this document, uses just one line to include all of his contact information, but if you need to include two addresses, consider the following format:

Ty Trate
trate.9999@osu.edu * 614-292-7055
Campus Address: 387 Drackett Tower, 161 Curl Dr., Columbus, OH 43210
Permanent Address: 190 W 17th Avenue, Toledo, OH 43101

- 2 The Education section should start with information about your degree program at Ohio State, listing out the major(s) and minor(s) you are working toward. List additional universities attended only if you earned a degree or certificate or describe experiences elsewhere on your resume that occurred during your enrollment at those universities. When multiple institutions are listed, they should be in reverse chronological order. The general guideline for including one's cumulative GPA on a resume is to list it if it is above a 3.00. Many of the employer contacts who recruit science students at Ohio State have indicated that they want to see a GPA on the resume, even if it is below a 3.00. We realize that this represents conflicting advice and poses a challenge...how do you decide to list or not list your GPA if it is below a 3.00? One option is to list first the GPA in your major if it is higher than your cumulative GPA, and then follow that entry with your overall GPA. (You can find your major GPA on your degree audit.)
Example: GPA in Chemistry: 3.08; Cumulative GPA: 2.85

Another option is to average the grades for courses you've completed that directly relate to the position for which you are applying. For example, if you are a Biology major with an interest in forensic biology, you could include the following line of text on your resume: GPA in Biology Major: 2.73; GPA in forensic biology (3 courses completed)**: 3.32; Cumulative GPA: 2.91

**Keep in mind that while you don't need to list out the course titles on your resume, an employer may ask you during an interview about the specific courses used for your average. Therefore, make sure to only use courses that directly relate to the content area you list on your resume.

- 3 With placement at the top of your resume, the Relevant Courses and Relevant Skills sections allow you to showcase your education as it relates to the type of position you are seeking. The Relevant Courses section is particularly important if you have little to no relevant work, intern, or volunteer experience in the field. After you graduate, and as you gain more work experiences, this section can be removed from the resume. The Relevant Skills section is useful for listing the special techniques you have learned in a lab setting. Scientists working in a lab need to gain practical knowledge and mastery of various fundamental processes. Use this section to ensure the employer understands your level of expertise. To save space, the computer and internet research skills have been mixed in with Ty Trate's lab skills, but it is also acceptable to have a separate category for those skills, especially if you need to fill up empty space on the document. For both of these sections, use the Tables tool in MS Word to display columns of bulleted text. (Make sure to hide the table borders to create a clean, uncluttered look.)

- 4 Course Research Projects is a section you may or may not have on your resume. If you have completed any significant research projects in science courses, it is definitely smart to add this section to the resume. Employers want to know that you are able to create, conduct, and analyze experiments or theories and present your ideas in a poster presentation, abstract, or full research paper. List the project name, possibly the course title, and the month/year of completion, and then provide a few bullet point descriptions about the hypothesis or thesis, the process, and the results, if possible.

- 5 Relevant Experience is another section that you may or may not include, depending on where you are in your career development. It is okay if your Relevant Experience section just has one or two entries because of a limited work history. When creating this section, it's important to include jobs, volunteer positions, internships, or forms of self-employment that expanded your skills, increased your knowledge, and/or allowed for accomplishments related to your target job. As you draft your resume, you may discover that your related experiences extend the length of your resume beyond one page. It's okay if your resume is two pages in length, but only when all of the content is pertinent. Therefore, you are strongly encouraged to have your resume reviewed by the Arts and Sciences Career Services Office if it is longer than a page.

Notice the descriptive bullets that Ty uses to describe his jobs. Tips to create impactful bullets - ones that will allow you to clearly communicate your potential to a prospective employer - follow the PAR formula: P=Problem [or focal point], A=Action, R=Result(s)
Example: · Developed (A) new filing system (P) that improved processing time of issuing invoices (R)

6

Experiences that are unrelated to your career field are still valid to add to your resume and can be included in an Additional Experience section. There is no need to list every job you have ever held! Instead, focus on significant experiences that have led to the development of core workplace skills.

7

Many employers who recruit college students report that an Activities section provides hints about a person's interests and values. Entries in this section should be brief, with the description of each activity kept to one line. There is no need to list every activity you've participated in. Be selective; think about activities that you would be comfortable talking about during an interview. If you have been involved in an activity that required a significant time commitment, something that approximated a job given the duties you performed, detail it in the main body of your resume instead of giving it cursory reference in the Activities section.

If you have been active in undergraduate research, you'll want to review the tip sheet, Curriculum Vitae (CV) or Resume-Which is Right for Me? The resume found on page 3 of this document represents one option among many for documenting your education and relevant experiences. Consider it to be a starting point! Your finalized resume might closely resemble the Ty Trate example or take on a different look as you blend together elements from the Ty Trate sample with those described in the Curriculum Vitae (CV) or Resume-Which is Right for Me? tip sheet.

Resources/Websites for Science Students

FutureLink: Use to connect with employers who are recruiting Arts and Sciences students for employment and internships
 • <http://ascareerservices.osu.edu/futurelink/student>

Sloan Career Cornerstone Center: Features podcasts and other resources describing career options in the sciences
 • <http://careercornerstone.org/index.htm>

The Ohio State University Stone Lab Program: Located on Lake Erie, the summer program features hands-on research in a variety of disciplines (fisheries, limnology, entomology, ornithology)
 • <http://ohioseagrant.osu.edu/>

The Ohio State University College of Pharmacy Summer Internship Program: Fellowships are available for undergraduate students who would like to do research in the pharmaceutical sciences.
 • <http://www.pharmacy.ohio-state.edu/research/?subsec=undergrad>

BioOhio: BioOhio, is a non-profit organization designed to build and accelerate bioscience industry, research, and education in Ohio. BioOhio partners with Ohio employers to fund internships.
 • <http://www.bioohio.com/>

Summer Medical and Dental Education Program: (SMDEP) is a FREE (full tuition, housing, and meals) six-week summer academic enrichment program that offers freshman and sophomore college students intensive and personalized medical and dental school preparation.
 • <http://www.smdep.org/>

The Ohio EPA Summer Internship Program: Approximately 70 college students are hired to provide assistance to the technical staff with routine duties, as well as field research and laboratory research/quality control. Application period is February-March each year.
 • <http://www.epa.state.oh.us/Default.aspx?tabid=2013>

Research Experiences for Undergraduates (REU): The National Science Foundation (NSF) provides grants to researchers across the U.S. to support advances in a variety of fields, including but not limited to biological sciences, chemistry, CIS, earth sciences, mathematical sciences, and physics. The REU program supports participation by undergraduate students in select research funded by the National Science Foundation. Use the REU database to find research programs in your target city and discipline. The REU program has recently provided opportunities at the following Ohio State sites, but future opportunities at those sites depends on the terms of their NSF grants. Therefore, you should always use the main REU database to identify research programs that are currently seeking applications from college students. As an Ohio State student, you can apply for positions at REU sites housed at other universities.
 • <http://www.nsf.gov/crssprgm/reu/index.jsp>
 • <https://molgen.osu.edu/research-experience-undergraduates>

The Weddington Society: A student organization at Ohio State that provides assistance and support to undergraduate pre-health majors.
 • http://weddingtonsociety.org.ohio-state.edu/Weddington_Society/Welcome.html

SOARS – Significant Opportunities in Atmospheric Research and Science: SOARS is an undergraduate-to-graduate bridge program designed to broaden participation in the atmospheric and related sciences. SOARS offers comprehensive financial support for summer research and graduate school for up to four years.
 • <http://www.soars.ucar.edu/>

Cleveland Clinic, Undergraduate Internship: Housed within a program that provides treatment for children with behavioral and learning difficulties, internships are geared toward students and recent graduates in psychology, medicine, and related fields.
 • http://jobs.clevelandclinic.org/career/category_details/7_student%20experience

Ty Trate

190 W 17th Avenue * Columbus, OH 43201 * trate.9999@osu.edu * 614-292-7055

1

EDUCATION

The Ohio State University

Bachelor of Science, major in Microbiology
Minor in General Business

Columbus, Ohio
Expected May 2016
GPA: 2.9

RELEVANT COURSES

- Organic Chemistry Series with labs
- General Physics Series with labs
- Calculus and Analytic Geometry III
- General Chemistry Series with labs

RELEVANT SKILLS

- Aseptic Technique
- Staining
- Titration
- Media Preparation/Uses
- Gel Electrophoresis
- QC/QA Regulatory
- Microscopy
- Serial Dilution
- Microsoft Word, Excel, Access
- Plasmid Preparation
- Extraction
- HTML
- Gas Chromatography
- Infrared Spectroscopy
- SciFinder

COURSE RESEARCH PROJECT

Allergen Research Project, Microbiology

Autumn 2014

- Studied murine models of GI tract diseases and using the mice to discover how and why the disorders are occurring more often in adults and children.

RELEVANT EXPERIENCE

Department of Microbiology

The Ohio State University

Columbus, Ohio
August 2013 — present

Laboratory Assistant

- Provide overall organization of workstation equipment to meet experiment requirements
- Utilize various pieces of laboratory equipment, including spectrometer and microscope
- Coordinate the duplication of materials to assist student participants in completing assignments
- Maintain the laboratory to meet required university standards and protocol

Saint Anne's Hospital

Columbus, Ohio

Volunteer

March 2013— August 2013

- Directed patients to various testing and outpatient surgery locations and completed discharge orders
- Transported specimens maintaining research protocol and hospital standards
- Prepared cultured samples in the microbiology laboratory and observed diagnosis techniques

ADDITIONAL EXPERIENCE

The Mud Hens Banquet Room

Toledo, Ohio

Wait Staff

Summer 2012

- Prepared banquet facilities and table arrangements for 50-400 guests adhering to design instructions created by manager
- Served meals and responded to customer requests in a professional manner to ensure a pleasant experience for guests

ACTIVITIES

- Spanish Club at Ohio State
- Taught English (ESL) to children at a migrant employment site (Toledo, Ohio, Summer 2011)