

Sciences, Technology, Math Resume Guide

You can use the outline feature to jump to sections

General Resume Advice

- Use space effectively, do not have your content too close or too spread out
- Be consistent with your font size and style, layout, and formatting
- List appropriate contact information (e.g., professional email)
- Organize content most relevant towards the top to least relevant at the bottom
- Tailor subject headers when possible and relevant
- Education and experiences should be listed most recent to least recent in their sections
- If using Google Docs to format your resume, use our [Tips for Using Google Docs for Career Documents](#) to help get started

Science-specific Resume Advice

- List those techniques you are familiar with, e.g., titration, distillation, extraction, gel electrophoresis, DNA extraction, etc. If you are having a hard time remembering the major techniques, look back over your lab notebooks.
- If enrolled in an independent/directed study (CHEM 392/CHEM 492), this experience can be identified as a “research experience”
- Be sure to list any upper-level coursework in a “relevant coursework” section, highlighting the knowledge you are relating to your major and area of interest. You do not need to list the course number, only the official name of the course.
- If you have done independent research, highlight what the project was and what skills/accomplishments you gained

Creating Meaningful Action Statements

Below is a general formula to use as a starting point for constructing meaningful bullet points for your experiences.

WHO – Who did you help in this role (the organization, clients, customers)? Whom were you working with?

WHAT – Describe in detail what you did. What were the results of your work? If you did research, was it published?

WHEN – When did this work happen (daily, weekly, or monthly)? Highlight the frequency you did something to show productivity.

WHERE – Where did your responsibilities occur? Did you interact with people outside of org? Was travel involved?

WHY & HOW – Why did you do the work? How did your job duties help or add to the organization? Be as specific as possible.

Skill + What YOU did + Results/Outcomes

(Action verb) + (Job responsibility) + (How/Why)

BEFORE

Random Fast-food Restaurant, Team Member Any Town, VA, May 20xx – Present

- Take customer orders and answered questions

AFTER

Random Fast-food Restaurant, Team Member, Any Town, VA, May 20xx – Present

- Take orders with a welcoming demeanor, scoring over 90% customer satisfaction on customer feedback surveys.

It is important to **QUANTIFY** – adding numbers – it demonstrates productivity. (Ex. Helped about 15 customers per hour during peak business hours.)

You can use the [Action Verb Resource](#) to help tailor the action verbs for your action statements.

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Forensic Science Resume

907 Floyd Avenue Richmond, VA 23284 | (804) 123 - 4567 | ramrodneym@vcu.edu

EDUCATION

Virginia Commonwealth University (VCU), Richmond, VA

Graduation Date: May 20XX

Bachelor of Science in Forensic Science, Forensic Biology Concentration, FEPAC accredited

Major GPA: 3.3/4.0

Academic Highlights: Dean's List (Fall 20XX – Spring 20XX); Honors College

RELEVANT COURSES

- Forensic Molecular Biology
- Genetics
- Forensic Serology
- Biochemistry I
- Organic Chemistry Lecture & Lab I & II
- Scientific Crime Scene Investigation
- Forensic Evidence, Law and Criminal Procedure
- Cellular and Molecular Biology

FORENSIC LABORATORY SKILLS

- Experienced using various DNA extraction techniques including Chelex, Qiagen QIAamp, Promega DNA IQ, and organic extraction
- Instrumental skills include the operation and interpretation of data from Applied Biosystems (AB) 7500 Real-Time PCR System, AB 3130 Genetic Analyzer, and AB 9700 Thermal Cycler
- Knowledge of laboratory techniques including PCR, quantitative PCR, and capillary electrophoresis
- Demonstrated ability to analyze and interpret data using GeneMapper ID-X
- Ability to follow detailed operating procedures and protocols with minimal supervision

LABORATORY EXPERIENCE

Forensic Molecular Biology, Spring 20XX

- Prepared FTA cards and used Chelex to extract DNA from the punch
- Extracted DNA using Qiagen methodology from blood and buccal swab samples
- Quantified extracted DNA product using an AB 7500 Real-Time PCR System
- Performed PCR amplification of core CODIS STR loci and detection on an AB 3130 Genetic Analyzer

ADDITIONAL WORK EXPERIENCE

PetSmart, Sales Associate, Richmond, VA, May 20XX – Present

- Feed and water over 50 animals on a daily basis
- Answer customers' questions and address problems and complaints in person in-person and over the phone
- Assist customers when selecting products that best suite their pets' needs
- Maintain a clean and orderly shopping area

CAMPUS INVOLVEMENT

Forensic Science Student Club (VCU), member, Fall 20XX – Present

PROFESSIONAL ORGANIZATIONS

American Academy of Forensic Science (AAFS), Student Affiliate, January 20XX – Present

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Bioinformatics Resume

Richmond, VA | (804) 123 - 4567 | ramrodney@vcu.edu

EDUCATION

Virginia Commonwealth University (VCU), Richmond, VA
Bachelor of Science in Bioinformatics with a concentration in Genomics
Minor in Statistics

Expected graduation: May 20XX
GPA: 3.79/4.00

RELEVANT COURSEWORK

- Cellular and Molecular Biology
- Genetics
- Organic Chemistry 1 & 2 with Labs
- Fundamentals of Molecular Genetics
- Introduction to Statistical Computing
- Introduction to Programming

TECHNICAL SKILLS

Computer

- Proficient in Python and Java
- Knowledge in R

Laboratory

- Gateway Cloning
- Plasmid and DNA isolation
- PCR and Gel Electrophoresis
- Bacterial Two-Hybrid Screening
- Bacteriophage purification

RESEARCH EXPERIENCE

Research Assistant, PI: Dr. Peter Uetz, VCU Dept. of Biology

January 20XX – Present

- Created a program to predict domain-domain interactions in *E. coli* and *Helicobacter* using Python
- Analyzed homology in the mitochondrial proteins among yeast, bacteria, and humans

Research Assistant, PI: Dr. Timothy Lochmann, VCU

May 20XX – June 20XX

- Gathered expression data to find consensus sequences for CTCF bindings sites in several genes
- Attempted to consolidate RNA-seq and microarray data using R

ADDITIONAL RELEVANT EXPERIENCE

Health Hacks 20XX

November 20XX

- Using Python, programmed a pill dispenser to dispense pills at a timed interval with an accompanying reminder texting service using Twilio

16S Metagenomic Analysis of the Mosquito Midgut Microbiome

January 20XX – May 20XX

- Used the 16S rRNA gene as a probe to identify the bacterial species present in the mosquito midgut and examined the role each species played in the microbiome

POSTER PRESENTATIONS

VCU Poster Symposium for Undergraduate Research

April 20XX

- Presented paper on the Impact of Urbanization on Mosquito-Borne Viruses

AWARDS AND SCHOLARSHIPS

- Dean's Scholarship
- University Student Scholar

August 20XX – Present
August 20XX

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Environmental Studies Resume

Richmond, VA | (804) 123 - 4567 | ramrodney@vcu.edu

EDUCATION

Virginia Commonwealth University (VCU), Richmond, VA
Bachelor of Science in Environmental Studies
Major GPA: 3.1/4.0

May 20XX

RELEVANT COURSES

Meteorology and Climatology

- A basic, semiquantitative course in the elements of weather and climate, their driving forces and their spatial and temporal distribution and variability. Atmospheric motions and circulation, weather forecasting, human impact on weather and climate.

Environmental Pollution

- The study of pollution in the environment with an emphasis on the procedures for detection and abatement.

Environmental Economics

- The application of economic analysis to externalities such as air and water pollution, pesticide control, land use planning, and other environmental issues.

FIELDWORK INTERNSHIP EXPERIENCE

VA Department of Environmental Quality, Richmond, VA
Wetlands Intern, Summer 20XX

- Assisted field investigations and report preparations on a daily basis
- Performed wetland delineations to determine jurisdictional boundaries
- Conducted threatened and endangered species searches during field investigations
- Monitored wetland mitigation and assisted with completing NEPA documents as needed

TECHNICAL SKILLS

Fieldwork

- Mark-recapture population estimation
- Point-quarter and quadrat vegetation sampling
- Radiotelemetry
- Garmin GPS
- Clinometer

Computer

- Stella environmental modeling software
- ArcGIS 10 geoprocessing and data management
- ArcGIS 10 data viewer and editor
- ArcSDE and SQL server
- Garmin Pathfinder software

COMMUNITY ENGAGEMENT

Citizens' Climate Lobby (CCL), Richmond, VA, June 20XX – Present
Sustainable Climate Environment Advocate

- Meet with Congressional leaders to advocate for legislation focusing on sustainability and climate change
- Write letters to editors and op-eds of various local newspapers, news outlets, and online publications including journals
- Meet with local media to promote environmental and sustainability awareness stories
- Educate your community about global warming and legislative solutions

CAMPUS INVOLVEMENT

Life Science Student Club, member, January 20XX – Present

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Appointments

If you are interested in making an appointment with one of our Career Advisors to review your resume or discuss any other career-related topics/questions, [see which advisor advises your industry of interest](#).

We recommend that first appointments with our office are with a career advisor. In addition, we offer several different appointment mediums to better meet your needs. Choose the medium that best fits your needs.

You can [schedule an appointment](#) by logging into Handshake and selecting the time that works best for you.

Events and Career Fairs

To see our upcoming events and career fairs you can check our [website](#) or log into [Handshake](#).

Questions

If you have any questions you can come into the office, call our front desk at (804) 828-1645, or email us at careers@vcu.edu.

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