



## Tips for Career Success: Build a Better Science Resume

You never get a second chance to make a first impression, so having a well-written resume that reflects your experience and skills is essential. To ensure your resume is in tip-top shape, review it with your professors, managers and especially the Career Development & Internship Center! Then, upload a copy to Assumption Career Connection at <http://assumption-csm.symplicity.com> and start applying to internships and jobs.

### 1. FORMAT

- Be concise but descriptive. Limit: 1 page.
  - Font should be no smaller than 10pt
  - Margins should be no smaller than 0.3"
- No personal pronouns (I, my, we, our)
- Maintain consistency by aligning headers, bullets and time periods

### 2. HEADING

- Name
  - Bold, centered, larger than the rest of your resume (size 12-14 font)
- Cell phone, email, and LinkedIn URL
- List home address and campus address

### 3. EDUCATION

- Name of college & location
- Bachelor of Arts, Major: & Minor:
- Anticipated year of graduation
- GPA if it is 3.0 or greater
- Study Abroad: list school, location, and semester (optional)

### 4. LAB EXPERIENCE

- Describe relevant lab experience with details about experiments you completed
  - What were your findings/results?
  - What lab techniques, equipment and skills did you use?

### 5. EXPERIENCE

- List in chronological order starting with the present
- Use the present tense for current roles; past tense for past roles
- Include 2-4 bullets for each experience
  - Provide more information for more relevant experiences
- Start each bullet with a different verb & quantify when possible
  - How many, how much, for how long

### 6. ACTIVITIES

- Clubs, organizations, volunteer work, and sports
- Include time periods for each, and list in chronological order (same as experience)
- Optional: include 1-2 bullets for each to describe your role

### 7. SKILLS

- List computer skills and include proficiency level: basic, intermediate knowledge
- List language skills if conversational, fluent
- Additional certifications (ex: CPR)

## SAMPLE RESUME

**Sara Smith**

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[www.linkedin.com/ssmith](http://www.linkedin.com/ssmith)

### Home Address

15 Hound Way  
Boston, MA 02115

### Campus Address

500 Salisbury St, Box 111  
Worcester, MA 01609

### EDUCATION

**Assumption College**, Worcester, MA  
Bachelor of Arts, Major: Biology, Minor: Chemistry  
Dean's List

**May 2014**  
**GPA: 3.68/4.0**  
Fall 2012, Fall 2013-Present

### LABORATORY EXPERIENCE

#### Genetics

- Studied the inheritance pattern and molecular genetics of the white eye mutation in *Drosophila melanogaster*
  - Lab Skills: Fruit fly husbandry, micropipetting, agarose gel electrophoresis, PCR, bioinformatics

#### Microbiology

- Determined an unknown bacterium isolated from swabbing lab bench
  - Lab Skills: Aseptic techniques, compound light microscopy, Gram stain, structural and metabolic assays, PCR

#### Molecular and Cellular Biology

- Grew HeLa cells in different environments to test how variables affected cells
  - Lab Skills: Cell culture, DNA extraction, restriction enzyme digestion, electrophoresis

#### General Chemistry, Organic Chemistry

- Conducted various lab experiments and observed multiple chemical reactions such as acid-base and redox
  - Lab Skills: Titration, centrifugation, UV-Vis, NMR and IR spectroscopy, HPLC and GC, ChemDraw

### EXPERIENCE

**Saint Vincent Hospital**, Worcester, MA

**August 2011-Present**

*Emergency Medicine Research Assistant*

- Interviewed patients in the ER to collect data for behavioral and mental health research studies

**University of Nebraska-Lincoln Biology REU**, Lincoln, NE

**May 2013-August 2013**

*Summer Research Intern*

- Conducted research on various immune responses of RAW 264.7 cells after *Staphylococcus* infections
- Used various immune assays including LDH Cytotoxicity, Griess, Gentamycin Protection, Chemotaxis, Western Blotting, and Enzyme Linked Immunosorbent Assay
- Presented research to Nebraska-Lincoln faculty at poster presentation as well as Assumption College faculty and peers

**Child Care Provider**, Worcester, MA

**September 2011-May 2013**

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

### ACTIVITIES

**Assumption College Lacrosse (NCAA Division II)**

**Fall 2012-Present**

- Devote 15 hours per week to practice, games and travel while balancing a course load of 15 credits and a part-time job.
- Participate in community service projects and team fundraising

**Boston Children's Hospital**

**Fall 2010-Present**

- Volunteer in Children's ER waiting room

**Campus Activities Board (CAB)**

**Fall 2012-Fall 2013**

### SKILLS

- Basic proficiency in Microsoft Word, Excel, Powerpoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook

Career Development & Internship Center | 508-767-7227 | [careerdevelopment@assumption.edu](mailto:careerdevelopment@assumption.edu)  
<http://career.assumption.edu>