Resume Basics

Your resume is not a static document – it should be molded to highlight your qualifications to fit the requirements of each position or program you are applying for. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Organization & Layout

- Organize content according to what is required and relevant to the position or program.
- Use margins (½-1-inch), sections, or columns to balance and organize your content.
- Draw attention to content on the left-side by balancing your resume with content on the right-side (by using justification, spacing, or tab settings).
- List experiences in reverse-chronological order (present to past) with the most recent, relevant content listed first (near the top of each section).

Fonts & Style

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bolding**, *italics*, CAPITALIZATION, and <u>underlines</u> to draw attention to the most important parts of your resume. Generally, each style should emphasize a single type of information.

Sections & Information

- Create section titles that market your experiences.
- Be sure to edit your resume to match what an employer asks for in the job description (required education, experiences, and skills).
- Format your information to make it easily accessible to the reader. It is much easier to skim bullet points for information than paragraphs.
- Be thorough but concise.

Special Considerations

Length

- STEM resumes are 1-2 pages, depending on experience.
- References may be listed on a 3rd page with your full contact info.
- Consider creating a concise 1-page Career Fair/conference/networking resume.

Style

- Stick to a more conservative style – consider who will be reviewing your resumes.
- Stand out for the content, not a unique resume format.

Unique Sections

- Include sections highlighting your research, presentation, and publication experiences, if any.
- Be sure to include sections that highlight your technical skills (instruments and software related to your field) and/or relevant coursework (listing specific class titles), if needed.

Kelvin Newton

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Education

Bachelor of Science in Chemistry | May 2019
University of Wisconsin-Stevens Point (UWSP) | Stevens Point, WI
Minor: Applied Mathematics

Research Experience

Undergraduate Research Assistant | January 2018-May 2019
UWSP Department of Chemistry | Stevens Point, WI

- Assisted in characterization of nanoparticles using x-ray diffraction, scanning electron microscopy, and UV-vis spectroscopy
- Managed data collection and analysis; maintained log to communicate progress with other research assistants
- Worked 10 hours each week while a full-time student

REU Undergraduate Research Assistant | May 2018-August 2018
Kansas State University Division of Chemistry | Manhattan, KS

- Performed routine sample preparation and analysis procedures to quantitatively measure pharmaceutical and biopharmaceutical compounds for stability and analytical testing
- Reviewed and compiled results and data comparison against Standard Operating Procedure (SOP) acceptance criteria, methodology, protocol, and product specifications
- Maintained lab notebook and completed all documentation in clear and accurate language and according to SOP

Other Work Experience

Math & Science Tutor | January 2016-May 2019
UWSP Tutoring-Learning Center (TLC) | Stevens Point, WI

- Provided one-on-one and group tutoring to students in Mathematics, Chemistry, and Physics
- Adapted communication and coaching approaches to effectively meet learning style needs of students

Stockroom Associate | January 2017-December 2017
UWSP Department of Chemistry | Stevens Point, WI

- Maintained organization and inventory of stockroom
- Followed all safety protocol for handling toxic, corrosive, mutagenic, and flammable materials
- Assisted faculty, staff, and students with equipment checkout and returns

Presentations

Analysis of Nanoparticle Inks **| May 2019**
College of Letters & Science Undergraduate Research Symposium

REU Research Presentation **| October 2018**
UWSP Chemistry Department Student Seminar Series

Campus Involvement

Chemistry Club of UWSP | September 2015-May 2019

- President | May 2018-May 2019
- Treasurer | May 2017-May 2018
- General Member | September 2015-May 2017