Resume Sample: Science Majors

A scientific resume varies from a traditional resume; specifically, sections can be included to highlight relevant coursework, lab and technical skills, and research. The tips below will provide guidance as you begin to draft a resume that describes your competencies in the sciences. Page 4 illustrates how the tips are applied on a sample resume. Once you have a draft ready, stop by Arts and Sciences Career Success during walk-in hours to have it reviewed. Details about walk-in hours are found at artsandsciences.osu.edu/career-success. You are also encouraged to schedule an appointment with a Career Coach who can offer resume feedback and provide guidance related to your career goals. Schedule your appointment in Handshake.

It's important to note that resumes and curriculum vitae (CVs) are different. As a science major, you will need a resume when applying to positions in Handshake. If you have been advised to use a CV, please check out our tip sheet ***Resume or CV?*** or consult a career coach.

Applicable Career Communities:

If you are writing a resume for the first time, you are encouraged to also review the *Core Resume Sections* tip sheet as it includes some tips that are not included in this document but may apply to the qualifications you seek to convey to an employer.

Education Experience:

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 describe experiences elsewhere on your resume that occurred during your enrollment at those universities. When multiple schools 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. However, many of the employer contacts who recruit science students at Ohio State have indicated they always want to see a GPA, 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: 2.91; Cumulative GPA: 2.77.

Research Experience:

This is an optional section, and highly recommended for inclusion on your resume if you have completed any challenging research project. Employers want to know if you are able to design and conduct experiments, analyze data, integrate theories, evaluate methodologies, etc. They are also looking for information about presenting ideas in a poster presentation, abstract, or full research paper. When adding your research experience to your resume, list the project name, the course title if conducted for a course, and the month/year of completion. Provide a few bullet point descriptions about the hypothesis or thesis, the process, and the results if available.

If you do not have any research experience, do not worry! Start by connecting with faculty to inquire about any opportunities for research positions, or explore opportunities through the Department of Undergraduate Research and Creative Inquiry (https://ugresearch.osu.edu/).

Relevant Lab Skills and Courses:

Employers seeking to fill science and research positions want to see a candidate's lab and technical skills as well as indicators of their general career readiness competencies (CRCs). By following the Ty Trate resume sample, you will be able to communicate both your technical skills and your CRCs. Use of the Relevant Courses and the Relevant Skills and Techniques categories will allow you to detail out your technical skills. Within this category, be sure to include research skills that you have used inside the classroom, as part of a project for a student organization, for prior employment, or in independent research. Also, when creating these sections, be sure to incorporate verbiage that matches the job description. For instance, if a job requires use of microscopes and lists a specific type of equipment, make sure to use that exact language in your resume if you in fact have used that same type of equipment.

Strategic use of an Additional Experience category, as described below, will allow you to convey your CRCs. While the majority of the courses listed in a Relevant Courses section should be based in the sciences, you can include one or two courses that relate to aspects of the position for which you are applying. For instance, if you are applying for a position that will focus on cancer research and you took a General Education course on ethics in medical research, it could work to your advantage to also list that course.

Additional Experience:

There is no need to list every job you have ever held! Instead, focus on experiences that have led to the development of any of the career readiness competencies. (See the *Are You Career Ready?* [FSA1] tip sheet for an overview of the CRCs.) When writing this section, consider your past and current jobs as well as any unpaid experiences that enhanced your leadership, communication, teamwork, problem-solving, or digital technology skills. Additionally, any positions that enhanced your professionalism, productivity, or competencies related to working with people from backgrounds different than your own should also be considered for this section.

Resources/Websites for Science Students:

Bio Ohio: Bio Ohio, is a non-profit organization designed to build and accelerate bioscience industry, research, and education in Ohio. Bio Ohio partners with Ohio employers to fund internships.

- https://www.bioohio.com

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.

- https://jobs.clevelandclinic.org/student-opportunities.html

Oak Ridge Institute for Science and Education: U.S. Department of Energy agency that is dedicated to enabling critical scientific, research, and health initiatives. This site lists internship, scholarship and fellowship opportunities in the field.

- https://orise.orau.gov/stem/internships-fellowships-research-opportunities/undergraduates.html

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 NSF. Use the REU database to find research programs in your target city and discipline. The REU program has periodically provided opportunities at

Ohio State University sites, but opportunities at any site depends on the terms of their NSF grants. 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

Sloan Career Cornerstone Center: Features podcasts and other resources describing career options in the sciences

- https://www.careercornerstone.org/index.htm

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

STEM Undergrads: Resource of all government agencies offering internships and full-time employment in the field of STEM.

- https://stemundergrads.science.gov

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.shpep.org/

The Ohio EPA Summer Internship Program: 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.

- https://www.epa.state.oh.us/oes/#123494709-internship-program

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/

UG Research @ OSU: The Office of Undergraduate Research & Creative Inquiry site lists positions specifically for research being conducted at The Ohio State University. They also provide various events and other resources for undergraduates.

- https://ugresearch.osu.edu/

Zintellect: Site listing of internships, experiential learning opportunities, academic fellowships and scholarships funded by government and private sector companies for students interested in any area of science all around the country.

- https://www.zintellect.com/catalog

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

CAREER SUCCESS Communities. Connections. asc-careersuccess.osu.edu

Ty Trate

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EDUCATION

The Ohio State University — Columbus, Ohio
Bachelor of Science, major in Microbiology — Expected May 2021
Minor in Business — GPA: 3.1

RELEVANT COURSES

- Organic Chemistry Series with Labs
- General Chemistry Series with Labs
- General Physics Series with Labs
- Calculus and Analytical Geometry III

RELEVANT SKILLS AND TECHNIQUES

Aseptic Technique, Media Preparation/Uses, Microscopy, Plasmid Preparation Gas Chromatography, Titration, QC/QA, Regulatory, Staining, Gel Electrophoresis, Serial Dilution, Extraction, Infrared Spectroscopy.

RESEARCH PROJECT

Allergen Research Project, The Ohio State University, Department of Microbiology — Columbus, Ohio
August 2019

- Studied marine models of GI tract diseases to discover how and why certain disorders occur more frequently in adults than children.

RELEVANT EXPERIENCE

The Ohio State University, Department of Microbiology — Columbus, Ohio
Laboratory Assistant — August 2019- Present
• 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 2018-August 2018
• 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 diagnostic techniques

ADDITIONAL EXPERIENCE

The Mud Hens Banquet Room — Toledo, Ohio
Wait Staff — May 2017- August 2017
• Prepared banquet facilities and tables for 50-400 guests adhering to design instructions created by manager
• Served meals and responded to customer requests in a professional manner to ensure the guests enjoyment
• Implemented GroupMe app use to facilitate shift swaps among the wait staff; the management staff adopted idea

ACTIVITIES

• Treasurer of Spanish Club at Ohio State (September 2018- Present)
• Taught English (ESL) to children at a migrant employment site (Toledo, Ohio, May - August 2015)