

# Resume Basics for Paper Science and Chemical Engineering Majors

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. 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 (.5 to 1-inch), sections, or columns to balance and organize your content
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key

## 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 **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume
- Each style element should emphasize a single type of information

## Sections & Information:

- Create section titles that market your experiences and align with what an employer or program is looking for
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs
- Be concise but thorough – do not ramble or use irrelevant “filler” words

## Special Considerations for Paper Science & Chemical Engineering Majors

### Length:

- Resumes are 1 page long
- References, if required, may be listed on a 2<sup>nd</sup> page with your full contact info

### 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:

- Make sure to highlight your COOP and internship experiences
- List relevant licenses and certifications, but only if they are current
- Your “Experiences” section (preferred to Employment/Work) can include:
  - Paid, unpaid, volunteer, undergraduate research, internships...
  - You can separate this section into “Related” and “Additional”
  - If applying for graduate programs or research positions, create a separate “Research Experience” section

## First Last

email@uwsp.edu • (715)346-XXXX

### Relevant Work Experience

UWSP Tutoring and Learning Center, Stevens Point, WI; January 2017-Current; **STEM Tutor**

- Help students learn and review topics in Chemistry and Math courses to promote understanding and improve performance

Midwest Paper Group, Combined Locks, WI; May-August 2019; **Production Intern**

- Assisted in optimizing new equipment installed for processing old corrugated containerboard and mixed waste.
- Enhanced the performance of a cost-saving starch used for the size press on each machine.
- Performed troubleshooting on pumps by collecting necessary data for assessing pump curves.
- Identified water losses in the mill and assisted in creating a plan to collect and re-use water.

Nalco Water, an Ecolab Company, Madison, WI; January-December 2018; **Sales Intern**

- Monitored biocide programs by tracking bacteria and other data within processes, ensuring that dosages and application points were optimized.
- Conducted multiple studies on paper machine coating systems, enhancing boil-out procedures and coater chemical applications.
- Worked with chemical trials by collecting a variety of data, and assisted in composing reports to pass along to the customers.
- Supported work on the production floor during machine downtime, which included assisting with chemical boil-outs and maintaining cleanliness of chemical feed systems.

UWSP WI Institute for Sustainable Technology, Stevens Point, WI; May-Dec 2017; **Lab Technician**

- Assisted with paper machine runs for educational purposes and to create sellable product
- Conducted testing and collected data for contracted research work

### Education

University of Wisconsin-Stevens Point, Stevens Point, WI (Expected graduation May 2020)

- Paper Science and Engineering major, Chemical Engineering major
- Mathematics minor, Chemistry minor

### Awards and Activities

- ELA951: SACHE Certificate Program - Hazard Recognition
- ELA951: SACHE Certificate Program - The Importance of Process Safety
- TAPPI Vice-President/member
- SWE Treasurer/member
- ACS member + AIChE member
- Wisconsin Public Service Scholarship (2019)
- UWSP Paper Science Foundation Merit Scholarships (Fall 2017-Fall 2019)
- UWSP Paper Science Foundation Scholarships (Fall 2017-Fall 2019)
- UWSP Deans List 3.5 – 4.0 GPA (Fall 2017)
- Dean's Distinguished Achievement Award (UWSP, Spring 2016)

### Hobbies and Interests

Playing clarinet and piano, reading, hiking, anything outdoors, family