

Special Considerations for Physics Resumes

Length

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

Style

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

Unique Sections

- Make sure to include any internship or undergraduate research experiences
- List relevant licenses and certifications, but only if they are current
- Your “Experiences” section (preferred to Employment/Work) can include paid, unpaid, and volunteer work
- You may also want to include a “Skills” section and/or include selected coursework to best highlight your qualifications

Resume Basics

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 & Content

- 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

Name

Address, City, State | Phone | Email

Education

University of Wisconsin-Stevens Point (UWSP) | Stevens Point, WI | May 2024

Major: Physics-Applied Mechanics Emphasis

Minor: Mathematics

Relevant Experience

Ki Mobility | Stevens Point, WI | May 2023-Present

Engineering Intern

- Collaborate with team to assemble and maintain new and existing cells using Lean Manufacturing principles
- Conduct time studies and flow events to eliminate bottlenecks and improve process flow
- Perform root cause analysis investigations and present recommended corrective actions to supervisor
- Assist with training of manufacturing and assembly employees on new processes, products, and equipment
- Maintain electronic copies of all documents with document control software

UWSP Physics Department | Stevens Point, WI | October 2022-May 2023

Undergraduate Research Assistant

- Co-constructed equipment used for controlling ambient environment of thin liquid-crystal film
- Managed data collection and analysis in Excel
- Maintained communication log with other research assistants and advisor
- Presented research poster at the UWSP COLS Undergraduate Research Symposium (May 2023)

Additional Experience

UWSP Tutoring-Learning Center | Stevens Point, WI | January 2020-Present

Math and Science Tutor

- Provide group and 1-on-1 tutoring to peers in a variety of math, chemistry, and physics courses
- Adjust tutoring methods to meet the needs of various learning styles and student needs
- Coach students through difficult course materials and aid in growth of individuals problem-solving skills
- Adapted tutoring methods to best fit the Zoom platform to continue providing excellent service during the COVID-19 pandemic

UWSP Department of Residential Living | Stevens Point, WI | (Seasonal) May 2020-August 2021

Housekeeping Staff

- Adhered to specific department cleaning guidelines to ensure sanitation of individual rooms and common areas before and after various summer camp occupation of buildings
- Coordinated with housekeeping team to meet and exceed deadlines to prepare for Fall semester move-in

Volunteer Work

Stevens Point Area School District | Stevens Point, WI | September 2021-June 2023

Math Tutor

- Volunteered 3-5 hours per week with after-school tutoring program in local middle schools in the district
- Adjusted tutoring approach for each session to meet the needs of the students

UWSP STEM Days for Kids | Stevens Point, WI | March 2021, October 2021, March 2022

Volunteer

- Led groups of 6th grade students around campus, ensuring students stayed with the group and arrived at each session on time
- Assisted physics faculty with experimental activities, as needed
- Prompted students to ask questions about UWSP campus and various science fields; shared personal experiences in the classroom to encourage interest in STEM