Special Considerations for STEM Research Resumes

Length
- STEM resumes are 1-2 pages, depending on experience
- References may be listed on page 2 or 3 with your full contact info
- Consider creating a concise 1-page resume for Career Fairs, conferences, and/or networking events

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
- 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

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

City, State | Email | Phone

Education	**Bachelor of Science in Chemistry | May 2023** University of Wisconsin-Stevens Point (UWSP) | Stevens Point, WI Minor: Applied Mathematics

Research Experience

Undergraduate Research Assistant | January 2022-May 2023
Department of Chemistry, UWSP | 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 detailed log to communicate progress with other research assistants
- Performed regular calibration and basic maintenance of laboratory equipment
- Worked 10 hours each week while a full-time student

REU Undergraduate Research Assistant | May 2022-August 2022
Division of Chemistry, Kansas State University | 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 2020-May 2023
UWSP Tutoring-Learning Center (TLC) | Stevens Point, WI
- Provided one-on-one and group tutoring to students in Chemistry, Mathematics, and Physics
- Adapted communication and coaching approaches to effectively meet learning style needs of students from diverse backgrounds

Stockroom Associate | January 2021-December 2021
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 2023**
College of Letters & Science Undergraduate Research Symposium

REU Research Presentation **| October 2022**
UWSP Chemistry Department Student Seminar Series

Involvement

UWSP Chemistry Club | September 2019-May 2023
- Treasurer | May 2021-May 2023
- General Member | September 2019-May 2021