Additional Tips for Creating Your STEM Resume

Sample Resume Listing Order

NAME AND CONTACT INFORMATION. Use professional email. Create separate email for job hunt. Use professional voicemail on your cellphone for when employers call.

PROFESSIONAL SUMMARY (Key words from job description for Applicant Tracking System. The higher on page the skill section is, it will pop up higher on ATS

EDUCATION

TECHNICAL SKILLS (CS/Engineering majors) **LAB EQUIPMENT AND PROCESSES** (science majors)

"Mastery in" = high-level of mastery

"Proficient In" = you can apply skill for new problems (most common for college students)

"Experience with/ Exposure To" beginner- skill not completely new, you are eager to develop it

Bridges skill gap from student to real-world positions by showing how you developed skills through school projects and can transfer them to an internship or job by demonstrating how you used them and how you would use in a future job, internship.

EXAMPLE

Proficient in: Minitab, LabVIEW, SolidWorks, @RISK Risk Analysis, Arena Simulation, Java, MySQL

Experience with: PHP, HTML, Android, MathCad, R, STATA, AWS

RELEVANT COURSEWORK (for job or internship applying for—Organic Chemistry for lab positions) Can put bullet points under classes where you can show technical skills you used for projects or labs requiring processes or procedures (PCR) and equipment used (research instruments, lab equipment). Format bullets the same way as any other content bullet - start with action verb, describe your task and how you accomplished it, and end with results.

RELEVANT COURSEWORK EXAMPLE

Computer Interfacing and Control: Robot Expo Project, Spring 2019
• Collaborated with 5 physics students to design and program a micro-system.
• Spent 100+ hours developing and building robot that was judged by professors, industry
 experts, and community on functionality.

RELEVANT EXPERIENCE Everything related to your major. Jobs, Internships, Volunteer Experiences
Shadowing/Clinical Experience, Research, Projects (personal or for class) bullet point like you would for a job/internship, etc.)
Can include projects here or make a separate section for projects. For experience section, focus on data, statistics, accomplishments vs tasks

ADDITIONAL EXPERIENCE (experiences not directly related to your major, but where you've developed skills sought by employers, e.g. teamwork, communication, leadership)

PROFESSIONAL DEVELOPMENT Trainings, conferences: anything that helps you professionally develop. Can be organizations you are a part of (PASO, EOP, SACNAS) or events attended on campus (Diversity Symposium, Cross-Cultural Center Brown Bag Dialogs), **Additional sections depending on student:, Activities, Leadership, Honors and Awards, Affiliations (groups you belong to), Areas of interest

Some STEM Transferrable Skills

Investigative & Research Skills, Analysis & Evaluation, Decision Making & Problem Solving**,** Technical writing, Attention to detail, Observational skills, Written and Verbal Communication**,** IT Skills, Laboratory