

# Resume Packet

## Graduate Student Examples

### Basic Resume Rules

- Use a blank word document to control spacing and formatting, **do not use templates or tables**
- Resume should be ONE PAGE ONLY with margins size .7" - 1" all the way around
- Font sizes: 18-24 pt for name, 12-11 pt for sections headers, and no smaller than 10 pt for content
- With exception for the font for your name which can be unique and have a creative component, the rest of the document should use a consistent font
- Use consistent formatting and alignments for text, bullets and indents
- Well-rounded resumes will include academics, job or internship experience, and involvement outside the classroom (this is very broad and can include a variety of examples)
- Objectives are likely not necessary, a Summary or Profile section is optional
- High school information can be removed once you have received a college GPA
- Only list your GPA if it 3.0 or higher
- Prioritize sections from top to bottom that are most relevant to the position you seek
- Organize information in reverse chronological order within each section
- Give related experience its own section in order to highlight this information
- Bullets should be used to provide details and descriptions – remove pronouns and begin with action verbs, try to limit these to a single line each (instead of paragraphs)
- Action verbs should be written in current tense for current jobs and past tense for previous jobs
- Incorporate white space between sections and positions so the document can be scanned easily
- Broad sections like "Skills" are not effective – instead incorporate this information into bullets and add to specific jobs/internships or involvement descriptions
- No need to include "References available upon request" – this is a given to employers
- Honor roll or scholarships can be included if space allows
- Final documents must be error free and printed on resume paper when handed to an employer
- Save your final resume in PDF format to use for uploads, emails or electronic sharing to avoid any changes in appearance, formatting or length
- Save and store a word doc electronic version in order to make future updates or additions
- Use the included examples to get ideas, then determine the best options for organizing your experiences from an individual perspective that focuses on your industry and career goals

**Oklahoma State University**

**Andrea Skimbo**

**Senior Coordinator, Arts & Science Career Services**

**[cascareers.okstate.edu](http://cascareers.okstate.edu)**

**[andrea.skimbo@okstate.edu](mailto:andrea.skimbo@okstate.edu)**

**[www.hireOSUgrads.com](http://www.hireOSUgrads.com)**



# Header Examples

101 Campus Dr. • Stillwater, OK 74078 • (405) 123-4567 • pistol.pete@okstate.edu • [www.linkedinprofile.com](http://www.linkedinprofile.com)

101 Campus Drive  
Stillwater, OK 74078

## PISTOL PETE

(405) 123-4567  
pistol.pete@okstate.edu

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## References Page

- References should be on a separate page, with a matching header from the resume and cover letter
- List 3-5 personal or professional references, prioritized by order
- Individually contact each reference and ask them to be positive reference
- Confirm contact information before sharing
- Do not use personal information or home addresses, use work or professional contact information

## *Pistol Pete*

101 Campus Dr. | Stillwater, OK 74078 | (405) 123-4567 | pistol.pete@okstate.edu

### References

Name  
 Job Title, Company Name  
 Street Address  
 City, state, zip  
 Office phone number  
 Email

Name  
 Job Title, Company Name  
 Street Address  
 City, state, zip  
 Office phone number  
 Email

Name  
 Job Title, Company Name  
 Street Address  
 City, state, zip  
 Office phone number  
 Email

# YOUR NAME

Street Address • City, State Zip • Phone Number • E-mail • linkedin

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## EDUCATION (can include more than one school or degree if applicable)

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School Name, City, State

Graduation: Month Year

**Bachelor of Science in Your Area of Study**

GPA: 3.0 or above

Minor/Option/Thesis/Focus:

## CERTIFICATIONS/LICENSURES

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List related certifications to job you're seeking

Expected: Month Year

## RELATED COURSEWORK/ ACADEMIC PROJECTS

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- List 4-8 classes related to our major
- Describe projects (team or individual) that helped you build industry relevant skills and experience

## RELATED EXPERIENCE (Internships, job shadowing, research projects, GA positions or jobs)

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**Job Title**

Month Year – Present

Most Recent Employer Name, City, State

- List your proudest and most relevant accomplishment for this job
- Provide details related to the type of projects, equipment or tasks you completed or utilized
- Name a skill perfected which is a transferable skill required for future jobs/internships

**Job Title**

Month Year – Month Year

Next Most Recent Employer Name, City, State

- State a global summary of the scope of the job and add details about developed skills
- List an accomplishment which is relevant to the qualifications needed of the target job
- Describe your tasks, projects, and skills in as quantifiable of terms as possible

## ADDITIONAL EXPERIENCE (other jobs or positions that are not related to your area of study)

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**Job Title**

Month Year – Present

Most Recent Employer Name, City, State

- Add details describing the position and everyday tasks
- Include transferable skills that would be an asset in a position related to your major or career plans

**Job Title**

Month Year – Month Year

Most Recent Employer Name, City, State

- Include information on teamwork, leadership, communication skills, or customer service experience
- Focus on skills that would be relevant in other positions or internships

## LEADERSHIP or CAMPUS INVOLVMENT

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**Job Title** | Club or Organization name, Oklahoma State University

Month Year – Month Year

- List activities where leadership has been developed and be detailed about your responsibilities
- Include areas where you have served on committees or held offices

## PROFESSIONAL ORGANIZATIONS (List organizations directly related to your major or career path)

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Organization name (include bullets with details if space allows)

Month Year – Month Year

Organization name (include bullets with details if space allows)

Month Year – Month Year

## COMMUNITY ENGAGEMENT or VOLUNTEER EXPERIENCE

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Volunteer Activities (include bullets with details if space allows)

Month Year – Month Year

Community Organization Involvement (include bullets with details if space allows)

Month Year – Month Year

## TECHNICAL SKILLS OR LANGUAGE PROFICIENCY (if applicable)

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List languages & level of proficiency in oral & written

If relevant include lists of programs, equipment, systems, software or technical skills in which you have proficiency

## HONORS & AWARDS (no dates or details, one or two columns to save space)

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Honor Societies

Scholarships Received

Honor Rolls (President's or Dean's)

School & Work Related Awards

# Action Verbs

## Interpersonal Skills

Accommodated	Contributed	Moderates	Reconciles
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arranged	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught

## Leadership Skills

Administered	Delegated	Governed	Required
Allocated	Designated	Hired	Selected
Appointed	Directed	Led	Settled
Approved	Disapproved	Managed	Signed
Assigned	Discharged	Oversaw	Specified
Authorized	Encouraged	Presided	Sponsored
Awarded	Enforced	Recommended	Stipulated
Conducted	Evaluated	Regulated	Supervised

## Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

## Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	instituted	Proposed
Authored	Established	Integrated	Researched
Composed	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set Up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studied

## Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

## Organization Skills

Arranged	Budgeted	Calculated	Planned	Reorganized
Analyzed	Coordinated		Prepared	Scheduled
Assembled	Organized		Recorded	

# Action Verbs

## Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

## Clerical or Detail Skills

Approved	Distributed	Prepared	Set Up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

## Research Skills

Analyzed	Interpreted	Adapted	Maintained
Clarified	Interviewed	Applied	Operated
Collected	Investigated	Assembled	Overhauled
Compared	Located	Built	Programmed
Conducted	Organized	Calculated	Remodeled
Critiqued	Researched	Computed	Repaired
Diagnosed	Reviewed	Designed	Replaced
Evaluated	Solved	Developed	Solved
Examined	Summarized	Devised	Standardized
Gathered	Surveyed	Engineered	Studied
Extracted	Systematized	Fabricated	Upgraded
Identified	Tested	Installed	Utilized

## Communication Skills

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote

# Pistol Pete

101 University Ave • Stillwater, OK 74075 • [pistol.pete@okstate.edu](mailto:pistol.pete@okstate.edu) • (123) 456 – 7889

## EDUCATION

Oklahoma State University, Stillwater, OK  
Master of Science in Geology  
Bachelor of Science in Geology

Graduation: May 2017  
GPA: 3.85  
GPA: 3.5

## RELATED EXPERIENCE

### Teaching Assistant

August 2015 – Present

Geology Department at Oklahoma State University, Stillwater, OK

- Assist professor with class lectures on rock sediment and identifying soil composites
- Grade tests and assignments for undergraduate level courses
- Tutor students and hold office hours to assist students struggling with course content prepare for exams
- Communicate with professor and department head to ensure success of the course

## FIELD EXPERIENCE

Natural Resource Ecology and Management  
Rockland, New Mexico

May – June 2016

- Sighted lines for collecting ERI data using a compass
- Collected magnetic data for imaging faults, differential GPS locations and data for ERI
- Gathered and charted water samples and determine water depth in a well
- Titrate samples in the field
- Collect data using a YSI meter and samples for finding DIC

## PROFESSIONAL ORGANIZATIONS

Geology Undergraduate Representative (Elected)  
OSU Geological Society Member  
Association of American Petroleum Geologists Member  
Society of Exploration Geologists Member

August 2016- Present  
August 2014 – Present  
January 2015- Present  
August 2013- May 2015

## RESEARCH

Graduate Thesis: Electrical Signals Differences

Defense date: May 2017

Description: Examining the geophysical correlations between resistivity and Arbuckle lithology to answer the question of why there is a difference in electrical signals across the area in airborne and surface geophysical data when compared to bedrock properties.

## PUBLICATIONS

Science, A.N., and T. Halihan, 2014, Electrical Resistivity Variability in the Arbuckle Simpson Aquifer, Geological Society of America 48<sup>th</sup> South Central Sectional Meeting, Fayetteville, AR *Abstracts with Programs*. Vol. 46, No. 1.

Science, A.N., and T. Halihan, 2014, Electrical Resistivity Signatures in the Arbuckle Simpson Aquifer, 3<sup>rd</sup> Annual SWC (Student Water Conference), April 2014, Stillwater, OK.

## AWARDS

- Undergraduate Poster Competition Winner | GSA 48<sup>th</sup> South Central Sectional Meeting, Fayetteville, AR
- Oklahoma Energy Resources Board Scholarship
- President's Leadership Council Scholarship
- Academic Excellence Scholarship
- Academic Competitive Grant

## CAMPUS AND COMMUNITY INVOLVEMENT

- The Walk to End Cystic Fibrosis
- Children's Miracle Network
- Geology Graduate Student Organization
- President's Leadership Council

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101 University Avenue • Stillwater, OK 74074 • 405.123.4567 • [pistol.pete@okstate.edu](mailto:pistol.pete@okstate.edu)

## Summary

- Dedicated researcher with an excellent academic record and career interests related to DNA research
- 2 years of experience working in a lab setting in order to contribute to research and publications
- Completed 30 hours of science based lab classes which included training in lab safety and ethical data reporting
- Comfortable working with lab based technology and equipment in both group and individual settings

## Education

**Oklahoma State University, Stillwater, Oklahoma** Graduation: May 2017  
Master of Science in Biochemistry and Molecular Biology GPA: 3.75

**Murray State College, Tishomingo, Oklahoma** Graduation: May 2015  
Bachelor of Science in Biochemistry GPA: 4.00

## Certificates

Biomedical Research Investigator Student Completed: May 2016  
Responsible Conduct of Research (RCR) Course for Undergraduate Students Completed: May 2016  
Working with Mice in Research Completed: May 2015  
Working with IACUC Completed: Aug. 2015

## Research and Laboratory Experience

**Graduate Researcher** May 2016-Present

Dr. Stephen Clarke, Nutrition Lab, Dept. of Nutritional Sciences

- Complete processes for extraction, purification, and analysis of bacterial DNA
- Maintain Eukaryotic cell line via passaging and induce proliferation for further studies
- Perform PCR, qPCR, restriction digests, gel electrophoresis, RNA extraction, among others

**Undergraduate Researcher** Jan. 2015-May 2016

Dr. Donald Ruhl, Biochemistry Lab, Dept. of Biochemistry

- Learned and practiced DNA cloning techniques
- Performed restriction digests, ligation, and transformation of estrogen receptor in yeast plasmid
- Executed agarose gel electrophoresis for identification and purification of specific DNA sequences

## Work Experience

**Tutor** Aug. 2016-Present

Oklahoma State University-Lasso Center, Stillwater, Oklahoma

- Demonstrate coursework knowledge in Biology, Organic Chemistry I, II, and Biochemistry I, II
- Learn valuable communication, patience, and teaching skills working with undergraduate and graduate students
- Assist with test preparation and formatting lab reports

**Oral Surgery Assistant** Dec. 2013-Aug. 2014

Brooks Surgical Arts, Norman, Oklahoma

- Assisted oral surgeon in various oral surgery procedures including extractions, rhinoplasty, and facelifts
- Monitored patient vitals, answered patient questions, and performed patient release duties
- Maintained proper sanitation for dental office including sterilizing instruments and organizing inventory

## Clubs and Organizations

**Biochemistry Club Member** Aug. 2015- Present

- Attend monthly meeting to learn about careers for biochemistry graduates
- Listen to student and professional speakers discuss career options and internship experiences
- Network with employers and students in order to be prepared for job and internship searches

**Student Government Association: Speakers Board** Aug. 2012 – May 2014

- Secretary – Maintained and recorded minutes in all club meetings
- Vice Chair – Assisted the chair in organizing events such as booking hotels, rooms, transportation, and catering
- Chair – Performed duties mentioned in vice chair as well as communicating with agents and booking speakers

101 University Ave  
Stillwater, OK 74075

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<http://www.linkedin.com/artnscienceprofilelink>

(405) 123-4567

[pistol.pete@okstate.edu](mailto:pistol.pete@okstate.edu)

## EDUCATION & PROFESSIONAL CERTIFICATIONS

Oklahoma State University, Stillwater, Oklahoma  
Master of Science in Computer Science

Graduation: May 2017  
GPA: 3.5

Jawaharlal Nehru Technological University (JNTUH), INDIA  
Bachelor of Science in Electronics and Communication Engineering

Graduation: May 2015  
GPA: 3.25

Certified ORACLE Workforce Development JAVA programmer

Awarded: March 2016

## TECHNICAL SKILLS

Programming Languages : C, Java/J2EE (Servlets, JDBC, JSP), CSS, MySQL, PHP, Bashscripting, cron  
Database tools : MySQL  
Web designing languages & tools : HTML5, CSS3, Wordpress, Dreamweaver, Joomla, Adobe Photoshop  
Mobile App Development : Android Application Development  
Other Software tools : vTiger CRM, Zimbra, NetBeans, Eclipse, NS3, Adobe After effects, Matlab, ROS,

## TECHNOLOGY EXPERIENCE

**Summer Internship as Developer |** Legal Market Stack, Tulsa OK

May 2016 – Aug. 2016

- Worked on design, development and testing to launch a cloud based practice management solution for legal community.
- Customized available open source tools to create a new product dedicated for Legal Market Stack.
- Worked on developing both front-end website development and back-end server side programs.
- Wrote automation scripts that run as server side programs to deploy a completely new, full-featured professional website.
- Responsible for system administration tasks such as writing cron jobs, maintaining system backups, and database backups.

**Tools & Technologies:** PHP, MySQL, HTML, CSS, Wordpress, vTiger CRM, Bash script, Cron, Zimbra and other open source tools.

**Lab Assistant |** Computer Science Department, Oklahoma State University, Stillwater, OK

July 2015 – May 2016

- Assisted departments computer lab with technical jobs related to both system software and hardware.
- Installed Windows and Linux operating systems on computers and maintained software included updates and trouble shooting.
- Assisted students answering technical queries during the lab hours.

**Tools & Technologies:** Windows and Linux OS, Course work related softwares.

**Web Master |** IEEE Student Branch – GRIET, Hyderabad, India

July 2014 – May 2015

- Lead a team of three members in web development and maintenance.
- Supervised a creative graphic designer for all the events held by IEEE Student Branch.
- Worked on video editing tasks for preparing orientation videos and videos for event publicity through company websites.

**Tools & Technologies:** Joomla, HTML, CSS, Adobe Photoshop, Adobe After Effects.

## RESEARCH & ACADEMIC PROJECTS

**Implementation of multi-agent patrolling system using TurtleBots**

Aug. 2015 – Dec. 2016

- Conducted experiment to show how a multi-agent patrolling system performs more efficiently than a single-agent system by setting up a multi-agent system using turtlebots and comparing the results.
- Presented a paper describing the analysis of the experiment.

**Data Encryption using AES – CBC and MAC**

Jan. 2014 - May 2015

- Designed a server client model to establish secure communication between systems.
- Encrypted data using 256-bit AES-CBC and then generated MAC to append with the encrypted message.
- Checked for MAC mismatch before decryption to check the correctness of the received message.

## CAMPUS ACTIVITIES

• Webmaster at Indian Student Association, OSU

March 2016 – Present

• Communication Intern at Indian Student Association, OSU

Sept. 2015 – March 2016

• Active participant in the Core Organization Committee of National Level Technical Symposium

July 2011 – March 2015