

Resume Packet

Pre-health, Math and Science Majors

Directions and 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

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Header Examples

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

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PISTOL PETE

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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 a positive reference
- Confirm contact information before sharing
- Do not use personal information or home addresses, use work or professional contact information

Pistol Pete

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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

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

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

List related certifications to job you're seeking

Expected: Month Year

RELATED COURSEWORK/ ACADEMIC PROJECTS

- 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)

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)

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

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)

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

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)

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)

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

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EDUCATION

Oklahoma State University, Stillwater, Oklahoma
Bachelor of Science in Microbiology
Minor: Physics

Graduation: May 2017
GPA: 3.5

Tulsa Community College, Tulsa, Oklahoma
▪ Completed 24 credits toward a Bachelor's degree

August 2013 - May 2014
GPA: 3.82

RELATED COURSEWORK

- Molecular Biophysics
- Advanced Calculus I
- Biomedical Sciences
- Computer Simulation Methods in Physics
- Numerical Mathematics: Analysis
- Molecular & Cellular Biology

RESEARCH EXPERIENCE

Biomedical Research Intern

May - August 2016

National Institute of Health, Bethesda, Maryland

- Analyzed gene functions in the pathways
- Prepared solutions and media for cloning projects
- Screened genes using genetics complementation and computer analysis of DNA

Research Assistant

January - May 2016

Microbiology Department, Oklahoma State University

- Performed gel electrophoresis and prepared solutions and media for cloning projects
- Researched resistance to infection by black mold in different age groups
- Performed immunology tests in different climates with different black mold spores
- Isolated and maintained required bacterial cultures and performed microbial methods
- Classified microorganisms and monitored growth and division

WORK EXPERIENCE

Pharmacy Aid

May 2015 - January 2016

Walgreens Pharmacy, Stillwater, Oklahoma

- Observed medical personnel on duty in the pharmacy including the pharmacist and other staff
- Communicated with customers in order to locate prescriptions and answer questions
- Handled prescriptions appropriately and electronically processed paperwork for insurance

Customer Service

January - December 2014

Walmart, Stillwater, Oklahoma

- Assisted customers with product issues by providing prompt and accurate service
- Handled payments in cash and credit; counted drawer down each shift to account for all purchases
- Built skills in communication and team work by collaborated with staff and managers to complete tasks

LEADERSHIP EXPERIENCE

President | Microbiology Club of Oklahoma State University

August 2016 - Present

- Attend meetings and seminars by guest speakers in order to learn about current trends and new research
- Plan fundraisers, banquets and graduate symposium for more than 200 guests including arranging speakers and employers to judge research and poster competition
- Act as a liaison between microbiology undergraduate and graduate clubs
- Participated as an active member since 2012 including assisting with recruiting and event planning

CAMPUS INVOLVEMENT AND VOLUNTEER ACTIVITIES

American Society for Microbiology

August 2014 – Present

International Society for Microbial Ecology

January 2015 – Present

Red Cross Volunteer

February 2015, June 2016

The Big Event Volunteer

March 2015, 2016

PISTOL P. PETE

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Education and Certifications

Oklahoma State University Graduation: May 2017
Bachelor of Science in Biological Sciences GPA: 3.90

Red Cross CPR and First Aid Certification, Meridian Technology Center Expires: July 2017
Phlebotomy Certification, Oklahoma Phlebotomy Institute Completed: Jan. 2016

Medical Related Experience

Certified Nursing Assistant May 2016 - Aug. 2016
Sunset Nursing Home, Tulsa, OK

- Ensured appropriate communications with physicians, nurses and other healthcare workers
- Worked independently by assisting patients with medications, mobility and provided daily health monitoring
- Contributed to a team by providing bedside care under the supervision of a health care professional
- Charted observations and handled medical paperwork including confidential patient files and test results
- Completed phlebotomy procedures for basic blood draws and finger sticks and prepared samples for the lab

Medical Observations

Joseph Lynch, MD Oncology, Warren Clinic	(28 hours)	July 2016
Dr. Joseph White, DO Surgical Outpatient Services, Stillwater Medical Center	(42 hours)	Jan. 2015 - April 2016
Dr. Mary Utley, MD General Surgery Saint Francis Hospital	(38 hours)	June 2015 - Dec. 2015
Brett McAllister, PA-C Emergency Medicine, Claremore Physicians Immediate Care	(60 hours)	May 2015 - Aug. 2015

Laboratory Experience

Lab Technician Aug. 2015 - Dec. 2015
Oklahoma State University, Botany Department, Stillwater, OK

- Contributed to publishable research of plant developmental genetics
- Trained four new employees in lab procedures and safety practices
- Mixed chemical reagents for laboratory practical and demonstrated safety and accuracy with protocols

Microbiology Lab Jan. 2015 - May 2015

- Mastered gram positive and negative staining
- Identified unknown bacteria samples through various differentiation and selective tests
- Learned aseptic lab techniques in order to grow cultures safely and efficiently

Professional Organizations

Pre-Health Professionals Club Aug. 2014 - Present

- Attend monthly meeting to hear speakers and network with medical professionals from the Tulsa and OKC areas
- Review professional journals and related publications on new and innovative medical practices and research

Volunteer Experience

Remember the Ten Run, Stillwater, OK April 2015

- Worked the First Aid station to provide basic care to runners with minor injuries or pain

Oklahoma Blood Institute, Stillwater, OK Aug. 2014

- Assisted with donor registration for blood drive on the Oklahoma State University campus

Language Proficiency

Spanish: Moderate spoken and written abilities, Completed 15 credits through Spanish I, II and III

Honors and Awards

Academic Excellence Achievement Award
Dean's Honor Roll

Phi Kappa Phi Honors Society
Alpha Epsilon Delta, Pre-Health Honor Society

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SUMMARY

- Proficient programmer with experience using multiple programming languages and software
- Completed technical training in both academic and professional settings
- Experience working in groups and independently to troubleshoot, meet deadlines and complete projects

EDUCATION

Oklahoma State University, Stillwater, OK
Bachelor of Science in Computer Science

Graduation: May 2017
GPA: 3.25

- Completed 12 credits during study abroad at the University of Sydney, Sydney, Australia, Fall 2015

RELATED EXPERIENCE

Intern /Software Engineer Contractor
ABB Totalflow, Bartlesville, OK

May 2016 – Aug. 2016

- Learned and followed Gate Model project management as part of intern summer team.
- Completed Software Development Improvement Program training hosted by ABB.
- Innovated current console based application by developing an Android based phone application which interfaced with ABB products wirelessly.
- Ported C based protocol to Java.

ACADEMIC PROJECTS

Multimedia Teaching Software

Jan. 2016 – May 2016

- Team designed teaching software for a Computer Science course containing a practice exam system.
- Incorporated group learning elements and independent study options by utilizing Authorware.

Students Online Exam System

Oct. 2015 – Dec. 2015

- Contributed to the university's online project which provided an exam platform for professors.
- Utilized SQL server and ASP to develop online exam system.

System Processing Graph Formulation Software

Feb. 2015 – April 2015

- Created a program that processed graphs during software design phase.
- Developed drawing portion for the program which included lines, rectangles and circles.
- Demonstrated proficiencies with Visual Basic.

COMPUTER SKILLS

Languages: C/C++, VB, C#, JAVA, SQL, Python, Android programming

Website Design: HTML, FrontPage, Dreamweaver, Xara, Intuit, Flash, Photoshop, JSP

Database Software: SQL, MS-Access, Oracle Database 11g, Microsoft Access

Operating Systems: Windows Vista/7, ME, UNIX, Lunix, Mac OS X

ORGANIZATIONS

Association of Computing Machinery | Oklahoma State University

Aug. 2016 – Present

- Discuss developments in computers and technology.
- Attend lectures by leaders in computer science discussing relevant topics including Genetic Algorithms.

OSU Google Developers Club | Oklahoma State University

Aug. 2015 – Present

- Attend meetings in order to organize the new club, make semester plans, and recruit members.

Gamers of OSU | Oklahoma State University

Jan. 2015 – Dec. 2015

- Cultivated skills such as Office Webmaster for website (<http://www.orgs.okstate.edu/animesoc/>).
- Designed, implemented, updated and maintained the webpage.