RESUME WRITING FOR STEM MAJORS

Presented by HFSV

WORKSHOP AGENDA

TOPICS TO BE DISCUSSED

- What are Federal Resumes, Civilian Resumes, and CVs?
- Why a Resume?
- What Does Your Resume Say About You?
- What are General Layout and Formatting Guidelines?
- What Belongs on Your Resume?
- Where Do You Go for Additional Help?

RESUMES AND CVS

FEDERAL RESUMES

These are tailored for US government jobs that are found on usajobs.gov. They typically require very specific and detailed information about your qualifications, trainings, background, work experience and other personal content that can lead to your resume being much longer. They also have a specific format to use.

CIVILIAN/STANDARD PRIVATE SECTOR RESUMES

These are used for non-government postings, outside of academia/research related positions. They provide a brief summary of your background and experience and there is no standard format to use.

CURRICULUM VITAES (CV)

CVs provide a detailed look at your research and teaching experience, publications, conference presentations, awards, service, etc. They are most commonly used when applying for academic jobs, graduate school and/or research positions. There is usually no page limit.

WHY A RESUME?

- Marketing tool
- To obtain an interview
- Requirement of many organizations



What is the average amount of time an employer/program/recruiter takes to review an applicant's resume?



WHAT DOES YOUR RESUME SAY?

HIDDEN MESSAGES

- Can you share information in a clear and concise manner?
- How good are you at following instructions or paying attention to detail?
- Do you have the experience they need?
- Are you neat and organized?

RESUME DESIGN



DON'TS

- Download and use a template (Most are not ATS friendly)
- Use tables, columns, text boxes, photos, graphics, etc.
- Include a list of references/salary information

DO'S

- Choose an easy-readable font and type size
- Add bold, italics, underlining, larger type sizes and color strategically
- List relevant sections/items first
- Use bullet points whenever you need to itemize things
- Limit targeted resume vs. master resume to a 1-page doc that can be converted to a PDF text file

BUILDING YOUR RESUME

1

CREATE A MASTER RESUME

A master resume houses every bit of your experience, skill set, accomplishment, all written out in a professional resume format. It is a storage point for your career information and one you can use to create separate resumes for each application. Make sure to start off with a blank page.

2

ANALYZE THE DESCRIPTION

Whether it be for a job, internship or other type of program, make sure to review the description thoroughly. What is the job title and employment type? What are the duties, qualifications, and responsibilities? What does the organization value? Are there any disclaimers? What are the application instructions?

3

DO ADDITIONAL RESEARCH

Research the company/program. Hiring managers/selection committees care about finding people who align with their goals, mission, and values.

4

CUSTOMIZE CONTENT

Make a copy of your master resume. On the targeted resume, make sure to include content (education, experiences, skills, projects, trainings, etc.) that relates to that specific description and your research. Use the same language. Customize your headings. Be aware of Applicant Tracking Systems (ATS).

WHAT BELONGS ON YOUR RESUME?



TYPICAL SECTIONS

- Header (Contact Info)
- Education
- Skills
- Trainings, Certificates, and Licensures
- Experience

OPTIONAL SECTIONS

- Objective
- Summary

HEADER

IMPORTANT INFORMATION TO INCLUDE IN YOUR HEADER

- Name (First and Last Name)
  - If you want to be referred by another name, list that name between your first and last name using " ". i.e. Alexandra "Alex" Martinez
- Address (City, State)
- Professional email address
- Phone number with a professional voicemail message
- Portfolio/Website/GitHub
  - Engineering
  - Computer Science/Computer Information Systems
  - Video Game
  - Design



- For ATS purposes, make sure this information is listed in the body of your document and not in the part of your document listed "Header/Footer" section.
- Exclude listing personal information such as your birthday, SSN, citizenship, marital status, sexual orientation, political affiliation, or religion

HEADER EXAMPLE

Joe Corsair

Los Angeles, California | (310) 434-4312 | corsair_joe@gmail.com
Engineering Portfolio: www.joecorsair.com | GitHub: JoeCorsair

Jane Corsair

Los Angeles, California | (310) 434-4312
corsair_jane@gmail.com

Jane Corsair

corsair_jane@gmail.com | Los Angeles, California | (310) 434-4312
GitHub: JaneCorsair

EDUCATION

IMPORTANT INFORMATION TO INCLUDE UNDER YOUR EDUCATION

- Full name of the associate degree you are planning to receive and the expected month and year when you will receive your degree or if you received a degree already the month and year received and any honors
- Name of the colleges/universities you have attended (list also city and state
- Transfer major especially if you are not planning to receive an associate degree from SMC or if the name of your associate degree is different from your transfer major

OPTIONAL INFORMATION

- GPA (Generally a 3.5 or higher)
- Study Abroad
- Relevant Coursework Listing
- Campus Involvement Listing
- Academic Awards and Scholarships



- Exclude high school degree education

EDUCATION EXAMPLE

EDUCATION

Associate of Science, Computer Programming — To be Conferred June 2024
Santa Monica College, Santa Monica, California — GPA: 3.6

- Relevant Coursework: Introduction to Computer Systems, C Programming, Calculus
- Campus Involvement: STEM Program, Student Clubs (Computer Science, Robotics)

EDUCATION

Associate of Arts, General Science — To be Conferred June 2025
Santa Monica College, Santa Monica, California — GPA: 3.7
Transfer Major: Biological Science

- Relevant Coursework: Cell Biology and Evolution; Calculus; Chemistry
- Campus Involvement: STEM Program, Student Clubs (Pre-Health Professional Association)

EDUCATION

Associate of Arts, General Science — To be Conferred June 2024
Santa Monica College, Santa Monica, California — GPA: 3.6
Transfer Major: Environmental Science

- Relevant Coursework: Organismal and Environmental Biology; Cell Biology and Evolution; Organic Chemistry
- Campus Involvement: STEM Program, Student Clubs (Earth Science)

EDUCATION

Santa Monica College, Santa Monica, California — Transferring: Fall 2024
Transfer Major: Physics

- Relevant Coursework: Mechanics with Lab; Multivariable Calculus; Principles and Practice of Scientific Research
- Campus Involvement: STEM Program, SRI/STEM, Student Clubs (WiSTEM, Astronomy)

ACADEMIC AND CAREER PLANNING

CAREER COUNSELORS

Define Your Career Plan

- Figuring out career, job, and industry options
- Identifying your SMC and/or transfer major
- Learning about what skills you need in a certain industry/job

ACADEMIC COUNSELOR

Complete Your EdPlan

- Your EdPlan factors things like:
  - Your educational goal (transfer, degree, certificate, etc.)
  - Necessary industry skills you need for a certain job
- There are different areas you can go to for academic counseling
  - General Counseling/Transfer
  - Specialized academic counselors

TRANSFER

INDUSTRY

CAREER ADVISORS

Build Your Career Plan

- Researching ways to build your plan and the skills you need
- Preparing the documents to apply for opportunities (resume, cover letter, portfolio, application materials, etc.)
- Applying for on and off-campus opportunities



- **Career Advisor and Career Counselor Appointments:** https://www.smc.edu/student-support/career-services/contact-us/schedule-appointment.php
- **Academic Counselor Appointments:** https://www.smc.edu/student-support/academic-support/counseling/

SKILLS

EXAMPLES OF TECHNICAL HARD SKILLS

- Lab Procedures and Equipment
- Fieldwork Procedures and Equipment
- Programming Languages
- Software Knowledge
  - Office
  - Industry Specific
- Research/Data Analytics/Technical Writing
- Design
- Languages and Proficiency Level
- Administrative
- Production
  - Industry Tools (i.e. Mechanical)
  - Manufacturing processes
  - Robotics/Circuitry
  - Applicable Laws
- Patient Care/Health Care Administration



For your master resume list all your hard skills. For your targeted resume, prioritize those skills listed on the job/program description first. Then demonstrate how you have those required and preferred skills with examples throughout your resume. Be honest.

SKILLS EXAMPLE

SKILLS

Engineering: Experience with MATLAB; CAD Software (Siemens NX, SolidWorks, Tinkercad); Robotics; Equipment (Multimeter Electrical Testers, 3D printers, Soldering Station and Iron, Circuit Boards)
Programming: Experience with C++; Python
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)
Languages: Spanish – Bilingual

SKILLS

Programming: Experience with C, C++
Engineering/Robotics: Equipment (Multimeter Electrical Testers, 3D printers, Soldering Station and Iron, Circuit Boards); Autodesk TinkerCad
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)

SKILLS EXAMPLE

SKILLS

Home Health/Patient Care: Patient Care; Personal Hygiene; Vital Signs (Blood Pressure, Temperature); Bed and Chair Equipment Set-Up; Basic First Aid and CPR; Patient Safety and HIPPA Compliance
Lab: Experience with Precision Balance Weighing, Sterilizing, Titrating, and Preparing Media; Utilizing Light and Compound Microscopes, pH Meters, Incubators and Volumetric Glassware, and Centrifuges
Administrative: Appointment Scheduling and Calendar Management; Data Collection; Email and Phone Correspondence
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)
Languages: Korean - Conversational

SKILLS

Field Work: Data Collection and Presentation; Observation (Bird Watching, Camera Trapping); Sampling Methods (Transect Making); Soil and Water Testing Methods; Quantitative Research; Mapping (Sound, Habitat)
Lab: Experience with Precision Balance Weighing, Sterilizing, Titrating, and Preparing Media; Utilizing Light and Compound Microscopes, pH Meters, Incubators and Volumetric Glassware, and Centrifuges
Animal Knowledge: Injured Wildlife Handling; Animal Feeding and Cleaning; Drug Administration and Wound Cleaning
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)

TRAININGS, CERTIFICATES, LICENSURES

EXAMPLES OF INDUSTRY TRAININGS, CERTIFICATES, LICENSURES

- Certified SOLIDWORKS Associate in Mechanical Design
- Biocom Institute Technician Certification (BioTC)
- Basic Life Support (BLS)
- Adult First Aid CPR AED / Child First Aid CPR AED
- Amazon Web Services (AWS) Solutions Architect
- Amazon Web Services (AWS) Cloud Practitioner
- QuickBooks
- Microsoft Office Specialist (MOS)
- Certified Associate in Project Management (CAPM)
- CompTIA A+ Technician
- IBM Data Science Professional Certificate
- American Council on Exercise (ACE) / National Academy of Sports Medicine (NASM) Personal Training
- Any healthcare licensures



Make sure to include date information:

1. Month Year Completed;
2. To Be Completed Month Year: or
3. Expires Month Year

TRAININGS, CERTIFICATES … EXAMPLE

TRAININGS AND CERTIFICATIONS

Basic Life Support (BLS), *American Heart Association* — Expires December 2024

TRAININGS AND CERTIFICATIONS

SOLIDWORKS 2022 Essential Training, *LinkedIn Learning* — June 2023

Certified SolidWorks Associate (CSWA) in Mechanical Design, D*assault Systèmes* — June 2023

MASSIVE OPEN ONLINE (MOO) COURSES

BENEFITS

- Develop and build on targeted skills across a range of subjects
- Great way to figure out how your career will take shape

ARE THEY FREE?

- Depends on the course/program and the platform

PLATFORMS

- Coursera
- LinkedIn Learning
- edX
- Udemy
- Cognitive Class

and many more...

LIBRARY CARD ACCESS

- Check your local city and county libraries, some provide free access or limited access



- **LA County Library Website**: https://lacountylibrary.org/library-cards/ and **Branch Locations** https://lacountylibrary.org/library-locator/
- **LA City Library Website:** https://lapl.org/about-lapl/contact-us/e-card/e-card-registration and **Branch Locations** https://lapl.org/branches

EXPERIENCE

WHAT COUNTS AS EXPERIENCE

- Part-time/Full-time Jobs
- Military Assignments
- Internships and Independent Studies
- Volunteer Work
- Relevant Courses/Labs
- Projects
- Clinicals, Practicums, Shadowing, Fieldwork, and Student Teaching
- Research, Publications, Presentations
- Service Learning
- Student Club/Government Leadership and Athletic Teams
- Community Involvement/Volunteer



For your targeted resume, don't forget you should customize your headings based on what is stated in the job/program description and possibly showcase your work in your porfolio/website/GitHub

EXPERIENCE

HOW TO LIST YOUR EXPERIENCE

- Reverse chronological order (most recent first, per each section heading)
- Include job titles, start and end dates (month and year), company names, company cities and states or cities and countries
- List your accomplishments/achievements using bullet points and action verbs (past/present tense)
  - Share how you used your technical (hard) and soft skills
  - Highlight experiences that directly relate to the job/program description. If you don’t have any direct experience, share transferable experiences
  - Exclude personal pronouns and unnecessary professional jargon unless used in the program/job description
  - Fact-based (i.e. quantify and/or show your skillset)
  - Don’t copy your old job description or try to trick ATS systems

EXPERIENCE EXAMPLE

RELEVANT COURSEWORK AND LAB EXPERIENCE

Independent Studies - Organic Chemistry February 2023 – June 2023
Laboratory of Dr. Jamey Anderson, Santa Monica College, Santa Monica, California

- Ran a variety of 1D/2D NMR experiments (COSY, Multiple Bond Correlations, Heteronuclear Correlation, Spin-Spin Correlation, D2O Shake) using JEOL NMR

Organismal and Environmental Biology February 2023 – June 2023
Santa Monica College, Santa Monica, California

- Identified and discussed the anatomy, ecological function, and life cycles of nonvascular, seedless vascular, nonflowering, and flowering plants

CUSTOMER SERVICE RELATED EXPERIENCE

Math and Science Tutor June 2023 – Present
Mar Vista Family Center, Los Angeles, California

- Conduct 1 hour individual and group math and science tutoring sessions to underrepresented students attending the local elementary schools
- Design tutoring lesson plans to include quizzes and interactive games to ensure academic growth and comprehension
- Teach students about proper study habits

Guest Advocate October 2022 – June 2023
Target, Los Angeles, California

- Maintained accurate and attractive merchandise displays, ensuring strategic placement of products to maximize purchases
- Assisted team members in handling cash registers, organizing inventory room, labeling products, unloading merchandise, and cleaning up
- Trained 2 new employees on upselling, cross-selling, and customer service techniques

EXPERIENCE EXAMPLE (CONT'D 1)

RESEARCH EXPERIENCE

Lead Systems Engineer Student Participant May 2022 – August 2022

NASA L'SPACE Mission Concept Academy, Arizona State University, Phoenix, Arizona

- Created a Preliminary Design Review (PDR) with a team of approximately 3 to 6 undergraduate students with the goal of detecting water and signs of life through organic carbon on Mars
- Researched the environment, specifically the terrain and soil conditions of caves on Mars

Principles & Practice of Scientific Research February 2022 – June 2022

Santa Monica College, Santa Monica, California

- Led group research on the ion content in water samples from the Ballona Wetlands
- Performed chemical experiments and analyzed qualitative results in Microsoft Excel
- Expressed results and findings in the form of a research paper and campus presentation to coincide research

HEALTHCARE EXPERIENCE

Hospital Volunteer November 2022 – Present

Transforming Care at Bedside Program, Cedars Sinai Hospital, Los Angeles, California

- Support intake services by helping patients and families with completing admission forms for urgent care and internal medicine assistance
- Coordinate with medical staff to inventory and restock supplies as well as sanitize in patient rooms
- Respond to patient room calls in the Cardiovascular Definitive Observation Unit (CVDOU) and page appropriate medical staff
- Deliver meals to patients and communicate any requests from patients to nursing staff
- Provide directions to hospital services and patient rooms and assist with special events

WHY PROJECTS?

- [ ] Highlights relevant experience/skills outside of what you do or have done at a job,/school
- [ ] Bridges the gap from what you're doing in school to what you want to do
- [ ] Shows you have some background in your field when your experience section is limited (i.e. students, recent grads or career changers)
- [ ] Can be projects you led or were a part of (i.e. academic assignments, competitions, summer programs, past jobs , freelance, paid and unpaid side ventures, etc.)



Some Examples:

- Coding/Programming/IT
- Lesson Plans
- Game Designs
- CAD
- Research Papers
- Robotics
- Fieldwork Mapping

PROJECTS EXAMPLE

PROGRAMMING AND ROBOTICS PROJECTS

Blinking Interactive RGB LED Circuit Board June 2023

- Practiced soldering using a circuit board, a solder iron, and wires to construct an interactive RBG containing a battery, 3 resistors, 3 colored LEDs, and 3 push button switches

Grade Calculator November 2022

C Programming, Santa Monica College, Santa Monica, California

- Developed a program in C that designates a letter grade based on percentage inputted by user through the addition of int, scanf, printf, and if-else statements

Salary Retro Pay November 2022

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- Programmed in C the calculation of an employee's previous salary as input and the amount of retroactive pay due to the employee as output, the new annual salary, and the new monthly salary
- Utilized a floating-point constant to represent the value of the pay increase and a while loop to represent the employer's current salary

Tic-Tac-Toe, Rock Paper Scissors and Craps Game November 2022

C Programming, Santa Monica College, California

- Constructed console-based games in C that interact with the user
- Applied while loop, if statements, switch statements, functions, math functions and random number generator

PROJECTS EXAMPLE (CONT'D 1)

ENGINEERING PROJECTS

Rotating Jewelry Display May 2023

Engineering Graphics and Design, Santa Monica College, Santa Monica, California

- Designed a rotating jewelry display that included a simulated motor connected to a belt and pulley system, fastened to a gear drive with a 4.1:1 final drive ratio
- Rendered 2D and 3D drawings using SolidWorks and proposed aluminum alloy 6061 and PVC rigid as the internal materials for the display

Edible Car May 2022

Introduction to Engineering, Santa Monica College, Santa Monica, California

- Designed, drafted, and created a 25 x 25 x 25-centimeter miniature vehicular prototype that was 85% edible and contained three wheels and two axles as well as had the ability to self-propel down a 45-degree inclined ramp a minimum of 1.5-meter distance with three additional members
- Practiced applying concepts such as center of mass, wheel canting, axle alterations, body shape modifications and rotational inertia measurements captured to optimize best shape and speed of vehicle

PROJECTS EXAMPLE (CONT'D 2)

FIELD WORK EXPERIENCE

Science Intern September 2022 – March 2023

Friends of Ballona Wetlands, Playa del Rey, California

- Identified and removed invasive vegetation from local ecosystem
- Assisted with the implementation of vegetative management practices, including planting native plants
- Created line transects for plant sampling
- Observed, measured, and recorded data gathered from plant sampling within transects into Microsoft Excel
- Assisted with the organization of the biannually native plant sale

Animal Caretaker Volunteer August 2019 – March 2020

OC Wildlife Hospital, San Rafael, California

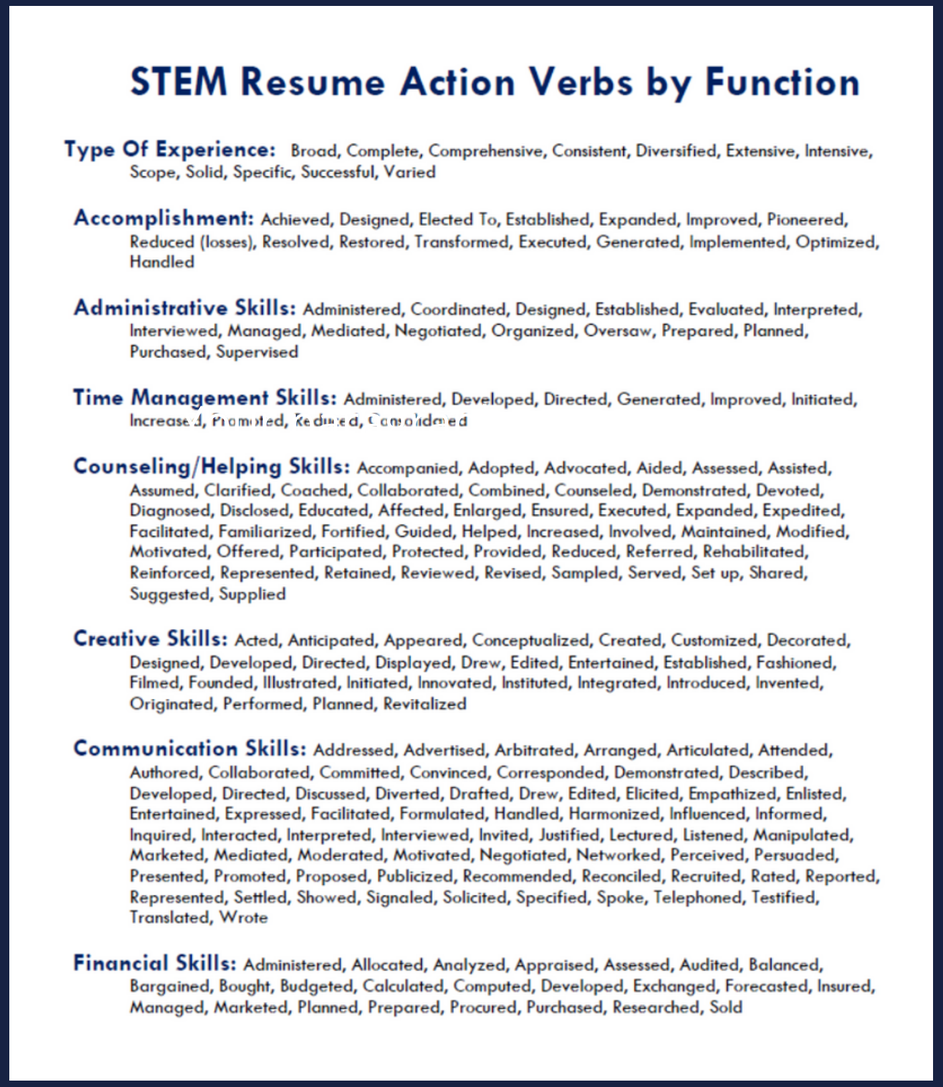
- Performed daily feeding and cleaning regimens for injured and recovering wildlife (raptors, reptiles, songbirds, waterfowl, and small mammals)
- Ensured animal living arrangements are met using proper heat lamps, water features, and fresh foliage
- Prepared operating rooms including gathering supplies and cleaning any tools and surface areas
- Assisted in oral, intramuscular, and intravenous drug administration in birds and small mammals
- Aided in surgical preparation including restraining and anesthetizing animals
- Managed and trained over 10 new volunteers on animal care
- Assisted caretaker staff in the release of over 500 animals to their natural habitat

ACTION VERB SAMPLES



Action Words for Your STEM Resume

Accelerated	Edited	Manufactured	Researched
Accompanied	Effected	Mapped	Resolved
Accomplished	Elected	Marketed	Responded
Achieved	Eliminated	Mastered	Restored
Acquired	Employed	Maximized	Restructured
Acted	Enabled	Measured	Resulted
Activated	Enacted	Mediated	Retained
Adapted	Encouraged	Mentored	Retrieved
Addressed	Endorsed	Merchandised	Revamped
Adjusted	Enforced	Merged	Revealed
Administered	Engaged	Met	Reversed
Adopted	Engineered	Migrated	Reviewed
Advocated	Enhanced	Minimized	Revised
Affected	Enriched	Modeled	Revitalized
Aided	Established	Moderated	Revolutionized
Altered	Estimated	Modernized	Rewarded
Allocated	Evaluated	Modified	Routed
Altered	Examined	Monitored	Safeguarded
Amended	Exceeded	Motivated	Salvaged
Analyzed	Excelled	Moved	Saved
Answered	Exchanged	Multiplied	Scheduled
Anticipated	Executed	Named	Screened
Applied	Expanded	Narrated	Secured
Appointed	Expedited	Negotiated	Segmented
Appraised	Explained	Noticed	Selected
Approved	Exposed	Nurtured	Separated
Arbitrated	Extended	Observed	Served
Arranged	Extracted	Obtained	Serviced
Articulated	Facilitated	Offered	Set up
Assembled	Familiarized	Offset	Settled
Assessed	Fielded	Opened	Shaped
Assigned	Figured	Operated	Shared
Assisted	Financed	Optimized	Shortened
Assured	Focused	Orchestrated	Showed
Attained	Forecasted	Ordered	Shrank
Audited	Formalized	Organized	Signed
Augmented	Formed	Oriented	Simplified
Authorized	Formulated	Originated	Sold
Automated	Fortified	Overhauled	Solicited
Awarded	Fostered	Oversaw	Solved
Balanced	Founded	Packaged	Sparked
Bought	Framed	Paid	Spearheaded
Briefed	Fulfilled	Participated	Specialized
Budgeted	Functioned	Passed	Specified
Built	Furnished	Patented	Speculated
Calculated	Gained	Patterned	Spoke
Capitalized	Gathered	Performed	Sponsored
Carried	Gauged	Persuaded	Spread
Catalogued	Generated	Phased out	Stabilized
Centralized	Governed	Pinpointed	Staffed
Chaired	Graded	Pioneered	Staged



STEM Resume Action Verbs by Function

Type Of Experience: Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied

Accomplishment: Achieved, Designed, Elected To, Established, Expanded, Improved, Pioneered, Reduced (losses), Resolved, Restored, Transformed, Executed, Generated, Implemented, Optimized, Handled

Administrative Skills: Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Oversaw, Prepared, Planned, Purchased, Supervised

Time Management Skills: Administered, Developed, Directed, Generated, Improved, Initiated, Increased, Promoted, Reduced, Consolidated

Counseling/Helping Skills: Accompanied, Adopted, Advocated, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Demonstrated, Devoted, Diagnosed, Disclosed, Educated, Affected, Enlarged, Ensured, Executed, Expanded, Expedited, Facilitated, Familiarized, Fortified, Guided, Helped, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Set up, Shared, Suggested, Supplied

Creative Skills: Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

Communication Skills: Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Recommended, Reconciled, Recruited, Rated, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke, Telephoned, Testified, Translated, Wrote

Financial Skills: Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Procured, Purchased, Researched, Sold

For the full list of action verbs, visit https://tinyurl.com/54ftjr4c

OPTIONAL SECTIONS

ADD-ONS

- Objective
- Summary

RESUME SAMPLE

Jane Corsair

corsair_jane@gmail.com | Los Angeles, California | (310) 434-4312
GitHub: JaneCorsair

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Engineering/Robotics: Equipment (Multimeter Electrical Testers, 3D printers, Soldering Station and Iron, Circuit Boards); Autodesk TinkerCad
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)

PROGRAMMING AND ROBOTICS EXPERIENCE

C Programming Supplemental Instructor — August 2023 – Present
Santa Monica College, Santa Monica, California

- Develop and host 3 interactive study sessions per week to help students learn C programming course concepts and prepare for exams
- Guide students through practice problems, answering any questions about concepts
- Collaborate with faculty to identify overall needs of students enrolled in their classes
- Identify individual student needs and learning styles to tailor exercises to their needs

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Jane Corsair

Los Angeles, California | (310) 434-4312
corsair_jane@gmail.com

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Lab: Experience with Precision Balance Weighing, Sterilizing, Titrating, and Preparing Media; Utilizing Light and Compound Microscopes, pH Meters, Incubators and Volumetric Glassware, and Centrifuges
Administrative: Appointment Scheduling and Calendar Management; Data Collection; Email and Phone Correspondence
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)
Languages: Korean - Conversational

TRAININGS AND CERTIFICATIONS

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HEALTHCARE EXPERIENCE

Hospital Volunteer — November 2022 – Present
Transforming Care at Bedside Program, Cedars Sinai Hospital, Los Angeles, California

- Support intake services by helping patients and families with completing admission forms for urgent care and internal medicine assistance
- Coordinate with medical staff to inventory and restock supplies as well as sanitize in patient rooms
- Respond to patient room calls in the Cardiovascular Definitive Observation Unit (CVDOU) and page appropriate medical staff
- Deliver meals to patients and communicate any requests from patients to nursing staff
- Provide directions to hospital services and patient rooms and assist with special events

CUSTOMER SERVICE RELATED EXPERIENCE

Math and Science Tutor — June 2023 – Present
Mar Vista Family Center, Los Angeles, California

- Conduct 1 hour individual and group math and science tutoring sessions to underrepresented students attending the local elementary schools
- Design tutoring lesson plans to include quizzes and interactive games to ensure academic growth and comprehension
- Teach students about proper study habits

Guest Advocate — October 2022 – June 2023
Target, Los Angeles, California

- Maintained accurate and attractive merchandise displays, ensuring strategic placement of products to maximize purchases
- Assisted team members in handling cash registers, organizing inventory room, labeling products, unloading merchandise, and cleaning up
- Trained 2 new employees on upselling, cross-selling, and customer service techniques

Store Associate — July 2022 – October 2022
Marshalls, Los Angeles, California

- Greeted approximately 50 customers per hour and recommended merchandise per customer needs
- Responded to customer questions and concerns in person
- Processed point-of-sales transactions, including handling returns and exchanges as well as performing registrar tasks including counting money and credit card purchases
- Assisted store operations by making sure fitting rooms and the store floors were clean and organized and areas were adequately labeled and stocked
- Served as a witness to loss prevention theft measures

For a copy of these sample resumes, visit https://tinyurl.com/54ftjr4c

RESUME SAMPLE (CONT'D 1)

Joe Corsair

corsair_joe@gmail.com | Los Angeles, California | (310) 434-4312
Engineering Portfolio: www.joecorsair.com | GitHub: JoeCorsair

EDUCATION

Associate of Science in Engineering — To be Conferred June 2024
Santa Monica College, Santa Monica, California — GPA: 3.7
Transfer Major: Mechanical Engineering

- Relevant Coursework: Introduction to Engineering; Engineering Graphics and Design; Physics Mechanics with Lab; Multivariable Calculus; Principles and Practice of Scientific Research
- Campus Involvement: STEM Program, SRI/STEM, Chemistry Club, Engineering Club

SKILLS

Engineering: Experience with MATLAB; CAD Software (Siemens NX, SolidWorks, Tinkercad); Robotics; Equipment (Multimeter Electrical Testers, 3D printers, Soldering Station and Iron, Circuit Boards)
Programming: Experience with C++; Python
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)
Languages: Spanish – Bilingual

TRAININGS AND CERTIFICATIONS

SOLIDWORKS 2022 Essential Training, *LinkedIn Learning* — June 2023
Certified SolidWorks Associate (CSWA) in Mechanical Design, *Dassault Systèmes* — June 2023

ENGINEERING PROJECTS

Rotating Jewelry Display — May 2023
Engineering Graphics and Design, Santa Monica College, Santa Monica, California

- Designed a rotating jewelry display that included a simulated motor connected to a belt and pulley system, fastened to a gear drive with a 4.1:1 final drive ratio
- Rendered 2D and 3D drawings using SolidWorks and proposed aluminum alloy 6061 and PVC rigid as the internal materials for the display

Edible Car — May 2022
Introduction to Engineering, Santa Monica College, Santa Monica, California

- Designed, drafted, and created a 25 x 25 x 25-centimeter miniature vehicular prototype that was 85% edible and contained three wheels and two axles as well as had the ability to self-propel down a 45-degree inclined ramp a minimum of 1.5-meter distance with three additional members
- Practiced applying concepts such as center of mass, wheel canting, axle alterations, body shape modifications and rotational inertia measurements captured to optimize best shape and speed of vehicle

CAD COURSES

Engineering Graphics and Design — August 2023 – May 2023
Santa Monica College, Santa Monica, California

- Used SolidWorks to create 2D, 3D and pictorial drawings for engineering products following standard engineering design procedures

RESEARCH EXPERIENCE

Lead Systems Engineer Student Participant — May 2022 – August 2022
NASA L'SPACE Mission Concept Academy, Arizona State University, Phoenix, Arizona

- Created a Preliminary Design Review (PDR) with a team of 3 to 6 undergraduate students with the goal of detecting water and signs of life through organic carbon on Mars
- Designed the model Mars cave rover using Siemens NX Computer Aided Design (CAD) based on research findings
- Researched the environment, specifically the terrain and soil conditions of caves on Mars

Principles & Practice of Scientific Research — February 2022 – June 2022
Santa Monica College, Santa Monica, California

- Led group research on the ion content in water samples from the Ballona Wetlands
- Performed chemical experiments and analyzed qualitative results in Microsoft Excel
- Expressed results and findings in the form of a research paper and campus presentation to coincide research

Jane Corsair

Los Angeles, California | (310) 434-4312
corsair_jane@gmail.com

EDUCATION

Associate of Arts, General Science — To be Conferred June 2024
Santa Monica College, Santa Monica, California — GPA: 3.6
Transfer Major: Environmental Science

- Relevant Coursework: Organismal and Environmental Biology; Cell Biology and Evolution; Organic Chemistry
- Campus Involvement: STEM Program, Student Clubs (Earth Science)

SKILLS

Field Work: Data Collection and Presentation; Observation (Bird Watching, Camera Trapping); Sampling Methods (Transect Making); Soil and Water Testing Methods; Quantitative Research; Mapping (Sound, Habitat)
Lab: Experience with Precision Balance Weighing, Sterilizing, Titrating, and Preparing Media; Utilizing Light and Compound Microscopes, pH Meters, Incubators and Volumetric Glassware, and Centrifuges
Animal Knowledge: Injured Wildlife Handling; Animal Feeding and Cleaning; Drug Administration and Wound Cleaning
Software Skills: Proficient: Microsoft Office Suite (Excel, Word, PowerPoint); Google Workspace (Docs, Sheets, Slides)

FIELD WORK EXPERIENCE

Science Intern — September 2022 – March 2023
Friends of Ballona Wetlands, Playa del Rey, California

- Identified and removed invasive vegetation from local ecosystem
- Assisted with the implementation of vegetative management practices, including planting native plants
- Created line transects for plant sampling
- Observed, measured, and recorded data gathered from plant sampling within transects into Microsoft Excel
- Assisted with the organization of the biannually native plant sale

Animal Caretaker Volunteer — August 2019 – March 2020
OC Wildlife Hospital, San Rafael, California

- Performed daily feeding and cleaning regimens for injured and recovering wildlife (raptors, reptiles, songbirds, waterfowl, and small mammals)
- Ensured animal living arrangements are met using proper heat lamps, water features, and fresh foliage
- Prepared operating rooms including gathering supplies and cleaning any tools and surface areas
- Assisted in oral, intramuscular, and intravenous drug administration in birds and small mammals
- Aided in surgical preparation including restraining and anesthetizing animals
- Managed and trained over 10 new volunteers on animal care
- Assisted caretaker staff in the release of over 500 animals to their natural habitat

RELEVANT COURSEWORK AND LAB EXPERIENCE

Independent Studies - Organic Chemistry — February 2023 – June 2023
Laboratory of Dr. Jamey Anderson, Santa Monica College, Santa Monica, California

- Ran a variety of 1D/2D NMR experiments (COSY, Multiple Bond Correlations, Heteronuclear Correlation, Spin-Spin Correlation, D2O Shake) using JEOL NMR

Organismal and Environmental Biology — February 2023 – June 2023
Santa Monica College, Santa Monica, California

- Identified and discussed the anatomy, ecological function, and life cycles of nonvascular, seedless vascular, nonflowering, and flowering plants

Principles & Practice of Scientific Research — February 2023 – June 2023
Santa Monica College, Santa Monica, California

- Led group research on the ion content in water samples from the Ballona Wetlands
- Performed chemical experiments and analyzed qualitative results in Microsoft Excel
- Expressed results and findings in the form of a research paper and campus presentation to coincide research

Cell Biology and Evolution — August 2022 – December 2022
Santa Monica College, Santa Monica, California

- Designed experiments using the scientific method to collect, analyze, and interpret data
- Wrote lab reports using the standardized format for publication in scientific journals

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