# ARCADIA ABROAD

## STEM SUMMER RESEARCH - RESUME GUIDE

### Introduction

Submitting a resume is a crucial part of the placement process for the STEM Summer Research Program.

Arcadia staff will review a student's resume in the initial application phase to assess its suitability for the types of placement requested. In some cases, the final admissions decision and project matching is determined by the faculty abroad and in other cases the admissions decision is made by our assistant dean of STEM before being shared with faculty abroad.

In either case, for faculty abroad the resume is the first – and, in some cases, the only – snapshot of a prospective student that they may review before they meet you. It is therefore essential that it be prepared as well as possible: thoroughly highlight your background in a resume that is mistake-free and with perfect consistency in spacing and layout.

### Experience?

Students come to the STEM Summer Research Program with many different levels and types of experience. Some may have done previous research, while for others this may be the first. Some may have relevant paid work experience, while others may only have casual work experience, or have never had a job research opportunity anywhere before.

The purpose is to draw upon those experiences and activities that show you to be an engaged and well motivated young person, whether by indicating specific relevant experience or experience that demonstrates transferable skills.

It must also be noted that the STEM summer research opportunities are very intensive and everyone involved must come with at a minimum lab and research skills from the classroom that are foundational to be successful in the prospective research assignments abroad. While we understand everyone has varied levels of experience, it is up to the discretion of Arcadia University to determine an appropriate level of background knowledge acquired. For most students and most projects, having completed 3-4 semesters of study in their given STEM field tends to be adequate.

### This Guide

The following pages serve as a guide for constructing the resume. Program applicants are asked to review the points herein and create the resume using the recommended do's and don't's as well as using the sample resume as a good example.

### Further Information

If you need further advice about constructing your resume, please contact your Program Manager at Arcadia.

# Section 1 - Creating & Submitting Your Resume

The instructions below outline the do's and don'ts of formatting, writing, and submitting your resume. Please be sure to follow these guidelines carefully. Your resume should be **no longer than one page** in order to keep your information up to date, relevant, and concise. If you feel that you must extend on to a second page to highlight relevant scientific experience, you should occupy at least 75% of the second page.

## Format & Style

For some employers, a resume's appearance is just as important as its content. When your resume is formatted neatly, it's much more likely to make a lasting impression as it shows you have put in the necessary time into creating it. Here are some pointers to keep in mind as you construct your resume:

✔ Set paper size to A4, the European size (Under File > Page Setup).
✔ Center your name and address at the top of the page (see below for address information). ✔ Use your own email and phone number so faculty may reach out to you before the program begins ✔ Keep font size to 10, 11, or 12pt and be consistent throughout the document.
✔ Use fonts such as Times New Roman, Cambria, Tahoma, Helvetica, or Georgia.
✔ Use clear headers for each section (like "Education" and Experience")
✔ In each section of experience, list items in reverse-chronological order (most recent things and things –Present at the top, thing that ended the earliest at the bottom)
✔ List the duration of each experience by month and year (e.g. May - July 2015; Apr '14 - Present).
✔ Use past tense when describing past positions and present tense for your current position(s). ✔ Try to start each bullet point with an action word but avoid using the same action word twice. ✔ Be consistent with punctuation use.
✔ List the city and state of your university and each experience/activity.
✘ Don't include an "Objectives" or "References" section
✘ Don't include high school information or involvements
✘ Don't use paragraph form – keep points concise in bullet-point style.
✘ Don't use font lower than 10pt.
✘ Don't use "I," "me," or "my."
✘ Don't include a photo of yourself.
✘ Don't use acronyms or jargon without explanation.
✘ Don't lie or include anything you would not feel comfortable explaining in an interview.

## A. Content

Play to your strengths. Even if you have little or no professional experience, your resume can still be strong. The key is to highlight and expand upon your other valuable experiences such as any leadership activities, volunteer work, extracurricular activities, academic achievements, and skills. If you are looking for research that is significantly different from your major or experience, you'll want to draw particular attention to transferable skills and courses you've taken related to that field. Be sure to look at the students described in Section 3 for more information.

## 1. Contact Details

✔ At the top include your email address, phone number, and address so faculty abroad can contact you directly before the program

## 2. Education

✔ List this section first - being a student is your primary occupation!
✔ Include a GPA of 3.0 or higher or list Major GPA if it is significantly higher.
✔ List relevant courses pertaining to your top research projects and write out full title of courses if course code is unclear (ex. BIO 225 should be written as "Oceanography")
✘ Don't include high school information

## 2. Experience

✔ Include research, internships, and significant work experience in this category. ✔ Include any part-time/full-time jobs in this category (e.g. Restaurant host, sales clerk, etc.). ✔ List employment in reverse chronological order (most recent experience first as measured by the end-date) and include dates.
✔ Use bold text for the name of the company as well as your job or internship title. ✔ Use action verbs when describing your duties and responsibilities (see sample list below). ✔ If something goes through the present, use present-tense verbs
✔ Make the most of your experience. If you answered phones, use the phrase "handled enquiries from clients and supervisors."
✘ Don't list tasks such as "answered phone calls," or "responded to emails" under separate bullet points; instead, use one concise sentence ("completed general administrative tasks").

## 3. Voluntary Experience

✔ Include any volunteer work experience in this category.
✔ List in reverse chronological order (most recent experience first) and include dates.
✔ Use bold text for the name of the organization as well as your role.
✔ Use action verbs when describing your contributions.
✔ If something goes through the present, use present-tense verbs

## 4. Activities

✔ Include any sports, clubs, committees, societies, etc. you're involved in.
✔ List activities rather than vague interests (e.g. "Play first oboe in Mudville Symphony Orchestra" instead of "Enjoy playing classical music").
✘ Don't use abbreviations (e.g. BSC for Business Student Council).

## 5. Skills

✔ List your computer skills by program or operating system (i.e. "Proficient in Photoshop").
✔ Mention languages or other technical skills.
✘ Don't list soft skills such as "good communication skills" or "works well on a team," these kinds of points should be exemplified in the descriptions of your experience above.
✘ Don't stretch the truth – only knowing a few words in Spanish does not make you fluent.

## B. <u>Submitting Your Resume</u>

Once you've put the final touches on your resume, we ask you take the time to follow the instructions below to help ensure it is properly received by our teams in Glenside and your destination city.

- ✔ Save the attached document in the following format: LastNameFirstName.doc (e.g. JohnsonMaria.doc).
- ✔ Submit the resume electronically in your passport portal

# Section 2 – Sample Action Verbs

| | | | | | |
|---|---|---|---|---|---|
| Activated | Continued | Fostered | Mapped | Proposed | Set |
| Adapted | Coordinated | Gathered | Marked | Provided | Shared |
| Addressed | Corrected | Generated | Mediated | Publicized | Simplified |
| Advertised | Correlated | Guided | Mentored | Purchased | Solved |
| Advised | Dealt | Handled | Met | Raised | Spoke |
| Advocated | Delegated | Helped | (deadlines) | Read | Streamlined |
| Aided | Delivered | Implemented | Modified | Recommen | Strengthened |
| Analyzed | Demonstra | Improved | Monitored | ded | Structured |
| Arranged | ted | Increased | Motivated | Recorded | Substituted |
| Assembled | Designed | Indexed | Navigated | Reduced | Summarized |
| Assessed | Devised | Influenced | Negotiated | Regulated | Supplied |
| Assisted | Edited | Initiated | Observed | Reinforced | Supported |
| Attended | Educated | Inspected | Obtained | Related | Sustained |
| Bolstered | Eliminated | Inspired | Organized | Reported | Synthesized |
| Briefed | Emphasized | Integrated | Participated | Represented | Tabulated |
| Budgeted | Encouraged | Interpreted | Perceived | Resolved | Taught |
| Built | Ensured | Interviewed | Performed | Responded | Trained |
| Clarified | Established | Inventoried | Persuaded | Restored | Transported |
| Coached | Evaluated | Investigated | Planned | Revamped | Tutored |
| Collaborated | Executed | Launched | Prepared | Reviewed | Updated |
| Compiled | Exercised | Lectured | Presented | Revised | Upheld |
| Completed | Expanded | Led | Preserved | Satisfied | Utilized |
| Conducted | Expedited | Liaised | Prioritized | Scheduled | Validated |
| Consolidated | Explained | Listened | Produced | Screened | Visualized |
| Constructed | Facilitated | Maintained | Programmed | Selected | Wrote |
| | Fixed | | Promoted | Served | |

# Benjamin Baker

Email: bakerb@arcadia.edu    Phone: 123-867-5309    Address: 253 Brighton Rd. Pittsburgh, PA 15106

## EDUCATION

**University of Pittsburgh**, Pittsburgh, PA                                **Expected Graduation: May 2017**
Major: Molecular Biology; Minor: Spanish
GPA: 3.35/4.0; Dean's List: Spring 2014, Fall 2014, Spring 2015

## RELEVANT COURSEWORK

| | | |
|---|---|---|
| Molecular Biology | Invertebrate Biology | Zoology Physics |
| Chemistry I & II | Organic Chemistry I | |

## PROFESSIONAL EXPERIENCE

**University Biology Laboratory**, Pittsburgh, Pennsylvania                **January 2015 - Present**
*Laboratory Assistant*
- Maintain lab, including washing dishes, racking bottles and tubes, disposing of waste and hazardous materials
- Manage commonly used solutions and compounds, including taking inventory of each substance, testing, and  making media when needed and as requested by researchers
- Make and Pour LB plates for bacteria growth

**University of Pittsburgh Student Records**, Pittsburgh, Pennsylvania        **September - December 2014**
*Administrative Assistant*
- Managed course withdrawals, grade changes, course repeats and graduation certificates.
- Addressed inquiries from students, parents and staff regarding academic policies.
- Maintained appointment calendars for assistant deans.

## WORK EXPERIENCE

**American Eagle Outfitters**, Pittsburgh, Pennsylvania                    **January - May 2015**
*Sales Associate*
- Ensured high levels of customer satisfaction through excellent sales service.
- Upheld store's appearance by organizing and replenishing merchandise.

## ACTIVITIES

**Science Olympiad**, Pittsburgh, Pennsylvania                          **January 2015 - Present**
*Volunteer*
- Plan upcoming Science Olympiad event on campus
- Mentor students for day and encourage them to study STEM subjects

## SKILLS

- Microscopy, Distillation, Titration, Extraction, Infrared Spectroscopy, Gas Chromatography
- Proficient in Microsoft Office (Word, PowerPoint, Excel)
- Intermediate level Spanish