

RESUME FORMAT for PHYSICAL SCIENCES

Career Planning, SUNY Potsdam, Sisson Hall 106
Phone (315) 267-2344 Fax: (315) 267-2342

YOUR NAME

College:
Your Mailing Address
City, State Zip
Phone

Home :
Your Mailing Address
City, State Zip
Phone

OBJECTIVE

Your objective should reflect the job you are applying are seeking. Be cautious not to limit yourself by being too narrow in your objective. Here's an example: To obtain an entry level pharmaceutical research position. (See section of Resume Guide describing how to write an objective)

EDUCATION

B.A., State University of New York College at Potsdam, Potsdam, NY
Grade Point Average: Grade point average is a must for physical science majors You may want to list your overall or the GPA in your major, or both.
Major: You might want to consider bolding this.
Honors: (See Resume Guide describing how to list honors)
Foreign Language: (See Resume Guide describing how to list foreign languages)
Computer Knowledge: (See Resume Guide)
Activities: (See section of Resume Guide describing how to list activities)
Special Programs or Special Training: Include conferences you have attended.

LABORATORY KNOWLEDGE

Equipment: List any equipment you've used, and that you feel is sufficiently complex to interest an employer. Ask a professor for advice if needed.

Techniques: List any systems or processes you've used that you feel would interest an employer. Ask a professor for advice if needed.

Instructing: You may want to include lab assistant or other work that shows a professor's confidence in your knowledge. If you do, list the topics involved.

NOTE: The LABORATORY KNOWLEDGE title may not suit your major or Career Planning choice. The intent here is to show that you should have a special knowledge section if you can.

SCIENCE RELATED EXPERIENCE

Instead of the title SCIENCE at left, you could use CHEMISTRY, BIOLOGY, RESEARCH, FIELD, or whatever title is suitable for you. If needed, you can use a project title for your job title and a college department for your employer. Research will be especially important when applying for graduate school.

ADDITIONAL EXPERIENCE

List those jobs that don't fit into your Science Related category. These will include waiter/waitress, sales associate, construction worker, etc. It is important to show these because employers need to see that you have been responsible.

PERSONAL

See the section of Resume Guide describing the personal section.

REFERENCES

See the section of Resume Guide describing how to show your references.