

# RESUME FORMAT for PHYSICAL SCIENCES

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Phone (315) 267-2344 Fax: (315) 267-2342

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## 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.*