

COLLEGE OF SCIENCE & ENGINEERING RESUME GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center -> Appointments** to ensure that your resume is most reflective for the opportunity you are applying for.

Résumé Components

**Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. **

CONTACT INFORMATION (Required)

The top of the resume identifies your name, mailing address, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL](#).

EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences.

Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment

ADDITIONAL HEADINGS

Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose headings that are descriptive of the material that follows them. Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research
- Relevant Coursework
- Leadership
- Course Projects

Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).

Frequently Asked Questions

Is it ok to use a template?

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

Do I need to include both my campus and permanent addresses?

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

Do I need to include study abroad experiences?

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

What should I include in my skills section?

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

How do I list multiple positions within a company/organization?

If the positions you’ve held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

How many references should I list?

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

How should I select who I ask to give a reference?

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender’s permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

What type of font should I use?

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

When listing dates, should I use seasons or months or both? Can I just list the year?

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage
Exhibit
Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan
Present
Promote
Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching / Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade
Guide
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide

Rate
Steer
Support
Teach
Test
Train
Tutor
Public Relations
Advertise
Advocate
Attend
Coordinate
Dispense
Disseminate
Distribute
Fundraise
Launch
Persuade
Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt
Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate
Motivate
Negotiate
Recommend
Reconcile

Rehabilitate
Resolve
Share
Suggest
**Administrative/
Management**

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark
Chair
Command
Compromise
Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Oversee
Prioritize
Regulate
Streamline
Strengthen
Supervise
Organization
Apply
Assemble
Arrange
Categorize
Coordinate
Establish
Facilitate

Group
Orchestrate
Organize

Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect
Formulate
Inventory
Maximize
Minimize
Multiply
Project
Purchase
Record
Reduce
Solve
Universal
Act
Apply
Contribute
Define
Diagnose
Effect
Eliminate
Emphasize
Navigate
Offer
Perform
Register
Respond
Serve
***Verbs Not
Recommended**
*Aid
*Assist
*Deal
*Handle
*Help
*Learn
*Receive
*Responsible For
*Understand
*Work With

TRANSFERRABLE SKILLS LIST

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

TRANSFERRABLE SKILLS LIST

Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

Sample Biology Resume

First Name Last Name | Street Address | City, State Zip code | Email | Phone

Education

TEXAS CHRISTIAN UNIVERSITY, Fort Worth, TX
Bachelor of Science in Biology, May 2021

Major GPA: 3.7

Study Abroad

TCU TROPICAL RESEARCH STATION, San Ramon, Costa Rica January-May 2021

- Collaborated with local community groups to conduct research focused on conservation and sustainability
- Collected plant samples from rainforest and conducted laboratory testing

Skills

- Conversational Spanish
- Experienced conducting scientific research and using technical writing
- Proficiencies with pH probes, Ion Chromatography, and Mercury Analyzer from independent study
- Total Organic Carbon Analyzer, Dissolved Oxygen Probes, and UV Spectrophotometer in coursework

Relevant Experience

TCU RECYCLING INITIATIVE, Fort Worth, TX December 2019-Present
Co-Project Manager

- Advocate for greater sustainability efforts across campus through peer education
- Campaign for single-stream recycling which resulted in the university saving \$35,000 annually
- Attend student government, staff assembly, and faculty assembly meetings to describe benefits

FOSSIL RIM WILDLIFE PRESERVE, Glen Rose, TX May 2018-August 2019
Animal Care Intern

- Monitored general health of 20 animals by performing specific veterinary procedures including monthly worming, fecal sample collection, and administration of medications
- Prepared special diet plans and managed feeding schedules of carnivorous animals
- Compiled monthly diet inventory reports, and maintained daily behavioral records and expenditure forms
- Managed purchasing and ordering of supplies; cleaned, maintained, and stocked food area

FORT WORTH ZOO, Fort Worth, TX August 2017-May 2019
Assistant Teacher

- Taught groups of 10-15 elementary-age children about animal life, development, and environments
- Complied with zoo regulations regarding animal care and feeding

Research Experience

TEXAS CHRISTIAN UNIVERSITY, Fort Worth, TX January 2019-Present
“Study of Organisms in Water Samples from the Trinity River System”

- Assist faculty in research regarding water purity by testing pH and mercury levels in Tarrant County
- Examine and analyze microscopic organisms and their chemical toxicity using microscope
- Presented results of study at annual Student Research Symposium in April 2015

Activities

Orientation Leader, January-August 2021

- Mentored incoming students to connect to appropriate resources across campus during transition

TCU Chemistry Club, August 2018-Present

- Volunteered at science-education events in the community to encourage pursuit of STEM education

TCU Environmental Club, August 2019-May 2020

Additional Experience

REI, Customer Service Representative, Fort Worth, TX August 2019-Present

Sample Pre-Med Resume

FIRST NAME LAST NAME

Street Address • City, State Zip Code • Email • Phone

EDUCATION

Texas Christian University, Fort Worth, TX

John V. Roach Honors College | College of Science and Engineering

Bachelor of Science in Biology with a minor in Chemistry, May 2021

Honors Thesis: "Sequencing DNA to determine causes of Alzheimer's disease"

RELEVANT EXPERIENCE

Medical Scribe - Texas Health Hospital System

September 2020 – Present

PhysAssist Scribes

Fort Worth, TX

- Document medical history and physical exam in patients' medical charts in busy ER during weekend nights
- Transcribe lab and radiology test results and track test progress on patient charts to assist physicians
- Participate in consultations with patients, family members, and other medical personnel in order to get correct information recorded on charts

Biology Research Assistant

August 2019 – Present

TCU Biology Department – Einstein Research Lab

Fort Worth, TX

- Conduct research for Honors Thesis work by collaborating across Biology, Psychology, and Neuroscience
- Assist faculty members with research projects by tracking data and writing analysis reports
- Design new method for collecting DNA data from 50 mice used in a diabetes research trial
- Co-author publication; present research at College of Science & Engineering Student Research Symposium

Biology SAT II Tutor

August 2018 – May 2020

Kaplan Test Prep

Fort Worth, TX

- Tutored 30 high school students to prepare for SAT II in Biology by providing individual tutoring sessions
- Tailored teaching strategies to match students' learning styles which resulted in scores in top 25th percentile

INTERNATIONAL EXPERIENCE

Healthcare International, *Clinical Volunteer* – Guatemala City, Guatemala

June-July 2019

- Volunteered in free clinic in Guatemala; provided Spanish translation services
- Recorded patient medical history and assisted medical professionals in basic procedures

VOLUNTEER AND OBSERVATION EXPERIENCE

Cook Children's Hospital, 20 hours/week NICU volunteer, June 2019-Present

Presbyterian Night Shelter, special events volunteer, June 2020

Observations:

- Dr. Mary LoCoco, *Harris Methodist Hospital – Obstetrics and Gynecology*, 40 hours
- Dr. Lewis Dollahite, *Harris Methodist Hospital – Orthopedic Surgery*, 35 hours
- Dr. Gary Rutledge, *Harris Methodist Hospital – General Surgery*, 50 hours

HONORS AND MEMBERSHIPS

- TCU Scholar for 4.0 GPA, 4 semesters
- Alpha Epsilon Delta, TCU Chapter of Pre-Med Honors Society, 2019 – Present

SKILLS

Medical terminology, medical charting, Texas Health Resources Patient Portal, conversational Spanish

CAMPUS AND COMMUNITY INVOLVEMENT

- TCU Leadership Center, 2019-Present
- TCU Leaps, Volunteer in community service and engagement projects, 2020-Present

Sample Chemistry Resume

First Name Last Name

Street Address, City, State Zip Code

Email, Phone

Summary

Analytical chemist with applicable experience in chemical analysis, research, technical writing, and statistical and mathematical analysis.

Education

Texas Christian University, Fort Worth, TX

Bachelor of Science in Chemistry, May 2021

Minor in Mathematics GPA: 3.79

Lab Work & Research

TCU Chemistry Lab

Fort Worth, TX

Research Assistant

January 2019-Present

- Study chemical effects of hormone injections in foods containing proteins, lipids, and carbohydrates
- Collaborate with faculty members to run and monitor experiments
- Accurately collect experimental data for analysis and submit information to faculty for publication

Student Researcher: "Mathematical Analysis of Molecular Development," February 2018-December 2020

- Studied developmental growth of food molecules and created an algorithm to identify and track patterns
- Determined experimental objective and research procedure for data collection and analysis
- Conducted research in conjunction with 2 peers and compiled results into technical paper

Skills

Analytical Skills: UV-Vis, X-Ray Crystallography, Mass Spectrometry

Synthesis Areas: Experience with organometallic techniques and organic chemistry of cyclic azides/amines

Publications & Presentations

Burton, N., Coffey, M., Liu, C., Hwang, G. "Reactivity and Effects of Enzymes in Organic Foods," *Chemical Review*, Submitted 5/2019.

Liu, C., Hwang, G., Prahdma, H. "Mathematical Analysis of Molecular Development," *TCU College of Science and Engineering Research Endeavors*, 2019

- Presented at College of Science and Engineering Student Research Symposium
- TCU Student Research Grant Recipient, \$1,500

Leadership

American Chemical Society, TCU Student Chapter

Fort Worth, TX

Chapter President

August 2019-Present

- Manage weekly meetings of 15-20 members and organized monthly agendas
- Plan 4 outreach events including a performance entitled "Science is the Future" to 50 4th grade students at Martin Luther King Elementary School

Texas Christian University

Fort Worth, TX

Chemistry Teaching Assistant

January 2019-Present

- Prepare and taught lessons in inorganic chemistry for 2 sections of undergraduate sophomores
- Monitor and lead students in laboratory experiments to supplement class lectures

Memberships & Honors

- National Society of Collegiate Scholars, 2019 - Present
- American Chemical Society, 2019 - Present

Sample Computer Science Resume

First Name Last Name

Email ▪ Phone Number — Street
Address, City, State Zipcode
Portfolio Website

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Computer Science, May 2020

Major GPA: 3.4 Overall GPA: 3.7

COMPUTER SKILLS

Languages: Java, C++, SQL, HTML, JavaScript, FORTRAN, ADA, DHTML

Operating Environments: Windows XP, DOS, UNIX, Macintosh

Business Tools: Statistical Analysis, PSpice, Microsoft User Certification (Word, Excel, PowerPoint)

EXPERIENCE

UX and Web Design Intern, Dropbox, Austin, TX

May 2019 - Present

- Design and programmed new intuitive layout to be tested in focus groups
- Implement streamlined user capabilities in collaboration with Storage team
- Write and present proposal to UX and Design team

Security Intern, Texas Bank, Fort Worth, TX

May - August 2019

- Recommended new security features to protect banking customers' account information
- Coded protective firewalls and worked with software developers to maintain user-friendly interface
- Researched and designed methods to circumvent firewalls to prevent hacking

Helpdesk Assistant, TCU Information Technology, Fort Worth, TX

August - September 2018

- Respond to faculty and staff inquiries; troubleshoot technical issues and install new programs
- Upgrade equipment and operating systems

PROJECTS

Senior Design Team Member, Mouser Electronics, Fort Worth, TX

August 2018 - Present

- Collaborate with a team of 5 to design and program a computer security system used to encrypt personal user information in online databases
- *Received Honorable Mention at the North Texas Computer Systems Design Convention*

Independent Developer, Fort Worth, TX

June 2019 - Present

- Develop mobile application to track company metrics and send reports to staff
- Design and create analysis software to track Fantasy Football statistics and algorithms

RELEVANT COURSEWORK

Programming Language Concepts
Advanced Systems Programming
Database Systems

Computer and Network Security
Operating Systems
Compiler Theory

HONORS, MEMBERSHIPS, AND ACTIVITIES

Computer Science Society

Upsilon Pi Epsilon, International Honors Society for the Computing Sciences

2019 - Present

Association of Computing Machinery

2019 - Present

TCU Leaps Leader

2018 - Present

2018

Sample Engineering Resume

FIRST NAME LAST NAME

8922 Sandage, Fort Worth, TX 76109 e.m.anderson@tcu.edu
817-555-5555

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Mechanical Engineering, May 2021 Minor:

Mathematics

Overall GPA: 3.42

EXPERIENCE

Manufacturing Intern

May 2019 - Present

James Joyce Architectural Firm, Fort Worth, TX

- Monitor scrap productions rate, targeted sources of scrap, and recommended recycling method
- Develop a 10-point procedural checklist to reduce downtime on automated assembly line by 17%
- Design and ordered 30 items of new test equipment for assembly line that detect defective parts

HVAC Intern

May 2019 - August 2020

R.J. Coleman, Inc., Arlington, TX

- Aided 3 engineers to develop and test air flow efficiency in newly constructed buildings
- Conducted 3-month research project on effectiveness of various products to determine most cost-effective materials

Computer Lab Monitor

August 2019 - May 2020

Texas Christian University, Fort Worth, TX

- Resolved computer issues and responded to student questions during 4-hour shifts
- Managed opening and closing of computer lab with 50 stations and 15 printers
- Maintained computer equipment by conducting checks and installing updates

PROJECTS

Mechanical Team Lead, *Local Company and TCU Engineering Department*

August 2019 - Present

- Collaborate with 8 students to design, test, and manufacture a new airbag deployment system
- Coordinate schedules and assign design and development tasks to group members
- Render design drawings and drafts, construct prototypes, and analyze results of tests

Car Designer, *TCU Engineering Department – Issues in Engineering*

April 2017

- Designed and built pinewood derby car to demonstrate and test issues in aerodynamics and speed
- Tested in wind tunnel and made adjustments prior to race

SKILLS

Advanced AutoCAD/Inventor, Proficient in PSPICE, Beginner MATLAB Comfortable with OS and Linux/Unix Programming and MS Excel

RELEVANT COURSES

Fluid Mechanics

Advanced Engineering Vibrations

Advanced Engineering Dynamics

Optical Fiber Communication

ACTIVITIES & MEMBERSHIPS

ASME - American Society of Mechanical Engineers, 2019-Present

The College of Science and Engineering Student Advisory Board, 2020-Present

Student Branch of ASHRAE - American Society of Heating, Refrigerating, and Air-Conditioning Engineers

TCU Energy Club, 2019-2020

Sample Environmental Science Resume

FIRST NAME LAST NAME

Street Address | City, State Zip Code | Email | Phone Number | www.personalwebsite.com

PROFESSIONAL PROFILE

Spanish-speaking environmental scientist with experience and interest in the fields of hydrology, environmental compliance, hazardous waste management, and storm water management. Skills and qualifications include:

- 40-hour HAZWOPER certified
- Technical proficiencies including GIS, GPS, digital mapping, computer modeling, and remote sensing
- Applied coursework in Phase I ESAs and Compliance Audits with hands-on experience in environmental site assessments and writing technical reports
- 3 years of experience in customer service, training, and administrative management

EDUCATION

Texas Christian University, **Bachelor of Science in Environmental Science**, May 2021

Minors in Applied Geoscience and Biology

GPA 3.6

Study Abroad: TCU Tropical Research Station – San Ramon, Costa Rica, February – June 2020

Research Project: “Tropical Plants and Indigenous Animals in the Costa Rican Rainforest,” 2019

EXPERIENCE

Field Technician, *Stephens and Associates Environmental Consultants*, Austin, TX May 2019 – Present

- Collect water samples from Town Lake and document readings using Chemstation Chromatography
- Operate and maintain remediation systems at research stations
- Participate with 3-member team to research and analyze soil and water quality findings in surrounding areas

Research Intern, *National Health and Environmental Research Lab*, Duluth, MN May 2019 – August 2020

- Conducted testing for chemical metabolism and the toxic effects on fish in Lake Superior per EPA protocols
- Developed organizational system to compile research information and interpreted data in technical reports

PROJECTS

Student Compliance Auditor, *TCU Department of Environmental Science* March 2020 - Present

- Conduct a mock environmental compliance audit with local manufacturing company
- Inspect facilities and note adherence to environmental regulations
- Evaluate hazardous waste disposal methods and document findings in written technical report

GIS Technician, *School of Geology, Energy and the Environment - GIS II* January 2019 - May 2020

- Created detailed maps of university campus and surrounding areas
- Mapped elevations and pinpointed storm water management problem-areas

Storm Water Student Consultant, *City of Bedford & TCU* August 2018 - October 2020

- Designed plan for conservation and recycling of storm water resources during extreme drought
- Completed project under 60-day deadline and successfully stabilized water resources for residents
- Presented findings and suggestions to City Council for vote and approval
- Awarded TCEQ EnviroMentor of the Year, 2020

RELEVANT COURSEWORK

Environmental Compliance: Gained understanding of regulations including CAA, CWA, RCRA, CERCLA, OSHA, OPA, and NEPA through conducting a thorough compliance audit of a local Fort Worth company

Geographic Information System: Learned techniques of using spatial data, mapping, data representation, and creating and maintaining geodatabases using ESRI-ArcGIS

Environmental Impact: Performed research and conducted TCEQ report on the contamination of arsenic in groundwater and its effect on drinking water supplies from local aquifers

ADDITIONAL EXPERIENCE

Research Presenter, *TCU Student Research Symposium*, Fort Worth, TX, April 2019, 2020

Assistant Manager, *Backwoods*, Fort Worth, TX, August 2020 - May 2021

Sample Geology Resume

FIRST NAME LAST NAME

Street Address • City, State Zip Code • Email • Phone

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Geology with a minor in Applied Geosciences, May 2021

Overall GPA: 3.7

TCU Geology in Scotland: Edinburgh, UK – studied the influences of early geologic thinkers, May – June 2020

FIELD EXPERIENCE

Colorado Field Camp – Oklahoma State University, Cañon City Embayment, CO

July – August 2017

- Took soil and core samples from various geological formations
- Maintained field journal to track daily activities and findings
- Analyzed samples in lab and wrote up findings and proposals

RELEVANT EXPERIENCE

TCU Geology Department

Fort Worth, TX

Research Assistant

August 2020 – Present

- Analyze rock samples from Barnett Shale for use in departmental research study
- Catalogue detailed records of mineralogy analysis through daily reports
- Research impact of hydraulic fracturing on local water supply and seismic events

Ferguson Enterprises

Midland, TX

Petroleum Internship

May – August 2020

- Worked with drill site managers, geologists and engineers on oil rigs in the field
- Distributed pipe and fittings to 3 locations around the area
- Monitored waster and water disposal practices to ensure regulatory compliance
- Communicated with customers to pass along drill site information and answer questions

SKILLS

- Proficient in mapping capabilities through GIS, Petra
- Expert in GPS, Seismic Micro-Technology Workstation Software, Kingdom Geophysical Software

LEADERSHIP

Sigma Omega Fraternity, *President (August 2015-Present), Treasurer (August 2019-May 2020)*

- Managed student organization member behavior and directed organizational involvement
- Collaborated with university administrators to ensure adherence to protocols
- Tracked \$15,000 annual budget and maintained organized files of spending and member dues
- Attended national leadership development training to learn about management and leadership skills

RELEVANT COURSEWORK

Well Log Interpretation

Seismic Stratigraphy

Prospect to Production

Seismic Interpretation

Petroleum Engineering

Optical Mineralogy

SITE VISITS

- *Chesapeake Drill Site Review*, Barnett Shale, TX, November 2021
- *Oklahoma Geological Field Sampling*, Arbuckle Mountains, OK, August 2020
- *Big Bend Geological Work Study*, Big Bend National Park, TX, December 2019 – January 2020

MEMBERSHIPS

American Association of Petroleum Geologists, 2019 – Present

TCU Geology Club, 2019 – Present

TCU Energy Club, 2019 – 2020

Sample Mathematics Resume

FIRST NAME LAST NAME

Email / Phone

Street Address / City, State Zip Code

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Mathematics with an Actuarial Concentration, May 2021 Minor:

General Business

Overall GPA: 3.76

EXAMS AND TRAINING

Exam P/1 (Probability), **Passed**, December 2020

Exam FM/2 (Financial Mathematics), **Sitting**, April 2019

- SOA VEE Credits: Economics, Corporate Finance

RELEVANT EXPERIENCE

Actuarial Intern

June 2019 – Present

Mercer HR Consulting

Fort Worth, TX

- Complete benefit calculations while assisting actuarial associates with client work
- Review plan documents, produce benefit statements for 515 company employees, and file government reports before deadlines
- Examine and verify retirement trust financial statements for 50 clients
- Develop liabilities using actuarial principles and Mercer's Global Retirement System (GRS)

Treasurer

August 2020-Present Fort

Student Government Association

Worth, TX

- Balance the budget and manage spending for various student events and initiatives
- Meet with university administration to present proposals regarding changes to campus policy
- Collaborate with SGA officers to determine spending priorities for calendar year

Math Tutor

August 2019 – May 2020

TCU Athletic Department, Fort Worth, TX

- Tutored 41 student athletes to improve math skills for introductory and mid-level mathematical courses
- Created individualized lesson and study plans for weekly one-on-one appointments
- Developed "Math FAQ" handout now used widely by TCU Athletics Academic Services

SKILLS

Microsoft Office Certified (Access, Excel, Word, PowerPoint) Basic skills

in Java, C++

Proficient in QuickBooks

RELEVANT COURSEWORK

Probability and Statistics

Econometrics

Financial Management

Interest Theory I & II

Microeconomics

Principles of Financial Accounting

Actuarial Mathematics

Macroeconomics

Principles of Managerial Accounting

HONORS & MEMBERSHIPS

Society of Actuaries, 2019-Present

TCU Scholar, 4 semesters TCU

TCU Ambassadors, August 2019 - May 2020

Math Club, August 2019-Present

Pi Mu Epsilon Math Honorary Society, 2019 - Present

Alpha Phi Omega, service fraternity, 2020-Present

Sample Physics/Astronomy Resume

FIRST NAME LAST NAME

Street Address, City, State Zip Code

Email, Phone

Education

TEXAS CHRISTIAN UNIVERSITY, Fort Worth, TX

Bachelor of Science in Physics and Astronomy, May 2021 Minor
in Math GPA 3.8

Relevant Experience

TCU PHYSICS LAB, *Research Assistant*, Fort Worth, TX

August 2020-Present

- Collaborate with TCU faculty to utilize multi-wavelength observations (X-ray through mid-infrared) in the investigation of local stellar populations
- Study star clusters and giant stars to further understanding of the structure and evolution—chemical and dynamical—of the Milky Way and other Local Group galaxies
- Analyze the role of environment and dark matter content of Milky Way satellite galaxies

NATIONAL SCIENCE FOUNDATION, *Summer Research Intern*, Albuquerque, NM

May 2019-August 2020

- Conducted studies alongside NSF scientists regarding the physics, chemistry, and dynamics of Earth's atmosphere and near space environment
- Researched climate processes and variations and generated a comparison analysis
- Analyzed the natural global cycles of gases and particles in earth's atmosphere

Lab and Research Experience

"Quantitative Analysis of Meteorite Particles," Texas Christian University

January 2019-Present

- Observed the composition, structure, and properties of meteorite particles. Analyzed the resulting implications using statistical package software

"Analysis and Interpretation of Quantum Physics," University of Texas

May-August 2020

- Studied the micro-level actions of particles and developed hypotheses and analysis according to quantum physics principles. Presented to peers for review after completion of the study

"Effects of Addiction on the Human Neurosystem," UT Southwestern

May-August 2019

- Participated in analysis of data relating to studies of neurosystems of recovering drug addicts

Publications

Borne, G., Crum, M., Zhang, P., Hernandez, G. "Quantitative Analysis of Meteorite Particles," *American Physics Review*, Submitted 5/2017.

- Presented at College of Science and Engineering Student Research Symposium, April 2017

Zhang, P., Griffin, G., Preethi, H. "Analysis and Interpretation of Quantum Physics," *University of Texas Science Magazine*, 2016.

- National Science Foundation Student Summer Research Grant Recipient, \$1500

Skills

Languages: Mandarin Chinese fluency

Computer Skills: IDL, Fortran, C, C++, Linux, Verilog, ROOT, Maple, Mathematica, Xilinx, Geant4 Laboratory

Tools: Oscilloscope, Microscope, Electroscop

Honors and Awards

Honorable Mention for Outstanding Research, TCU Student Research Symposium, March 2018 1st Place for

Freshman Group Project, TCU Student Research Symposium, March 2018

Professional Memberships

American Physics Society, 2019 - Present American

Astronomical Society, 2020 - Present

Sample Dietetics Resume

FIRST NAME LAST NAME

Street Address • City, State Zip Code

Phone • Email

SUMMARY

Bilingual Spanish dietetics graduate with hands-on research and clinical nutrition experience seeking position in nutritional counseling. Flexible team-player with expertise in:

- Food Preparation
- Clinical Nutrition
- Community Outreach
- Food Management
- Nutrition Education
- Nutrient Research

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Nutritional Sciences (Coordinated Program in Dietetics), May 2021

- R.D. eligible May 2021

SKILLS & CERTIFICATIONS

- Fluent in English and Spanish
- FoodWorks, SPSS (Statistical Package for the Social Sciences), Nutrient Analysis software
- Texas Food Handler's License and ServSafe Certification, expire July 2020

RELEVANT EXPERIENCE

Clinical Dietetic Intern - *Children's Hospital*, Fort Worth, TX April 2019 - Present

- Research supplements and dietary aids and create informational pamphlet displayed in waiting rooms
- Shadow dietitian and observe counseling sessions involving teenage patients with eating disorders

Food Management Intern – *Harris Southwest Hospital*, Fort Worth, TX January 2019 -April 2020

- Cared for patients suffering a variety of illnesses, ranging from diabetes to cancer in a 350-bed hospital
- Evaluated existing menu and made recommendations for increasing fiber and protein in meal planning
- Streamlined food management and food service process by creating online tracking system for all meal delivery

Dietetic Education Intern - *Glen Haven Nursing Home*, Arlington, TX September 2018 - May 2019

- Performed diet histories and nutritional assessment for 50+ dialysis patients
- Analyzed chart information and designed a menu targeting specific dietary needs
- Prepared documentation about patients' health and dietary status for visiting nutritionists

Nutrition Education Intern - *Moncrief Cancer Institute & UNT Health Science Center*, Fort Worth, TX 2019-Present

- Demonstrate healthy menu planning for medical students to communicate to patients
- Teach elements of balanced diets and ways to cook healthy meals on a minimal budget

ADDITIONAL SUPERVISED PRACTICUM

Women, Infants and Children – *Dietetic Intern*, Arlington, TX January-April 2020

Birdville ISD – *Dietetic Intern*, Birdville, TX January-April 2019

REAL School Gardens – *Dietetic Intern*, Fort Worth, TX October-December 2017

Meals on Wheels – *Dietetic Intern*, Fort Worth, TX September – October 2019, April-May 2020

RESEARCH EXPERIENCE

"Effects of Eating Disorders on Pre-Adolescent Girls," September 2019 -March 2020

- Conducted weight, bone, body mass, and muscle mass tests on subjects to determine the most harmful age at which eating disorders affect growth development
- Received Honorable Mention at the TCU Student Research Symposium, March 2020

MEMBERSHIPS

TCU Student Nutrition and Dietetics Association
Fort Worth Academy of Nutrition and Dietetics

Academy of Nutrition and Dietetics
TCU Community Garden

Sample Nutrition Resume

FIRST NAME LAST NAME

Street Address, City, State Zip Code

Email, Phone

Education	Texas Christian University , Fort Worth, Texas <i>Bachelor of Science in Nutrition</i> , December 2021 Overall GPA: 3.5 Major GPA: 3.7
Certifications	Texas Food Handler's License, Expires 2021 ServSafe Certification, Expires 2020 CPR and First Aid Certification, Expires 2020
Experience	Heartland Community Hospital – Fort Worth, TX <i>Dietary Technician</i> January 2016 - Present <ul style="list-style-type: none">Plan menu selection for cardiovascular patientsMonitor and log temperatures for food, refrigerator and dish machine recordsConduct inventory and order food products as neededCoordinate activities for 15 food service employees Central Market – Fort Worth, TX <i>Prepared Foods Chef, Bakery</i> August 2019 - Present <ul style="list-style-type: none">Sell products while provided friendly service to customersPrepare meals and single-serving foods to be sold in bakery and in prepared foods casePromote to Prepared Foods after demonstrating service and dependability skills in Bakery Sodexo/Market Square – Fort Worth, TX <i>Quantity Foods Intern</i> August 2019 - December 2020 <ul style="list-style-type: none">Prepared food for breakfast and lunch in cafeteria serving 2,000+ dailyConducted hot prep, cold prep, and bakery alongside kitchen staff Whispering Pines Children's Home – Canton, TX <i>Sous Chef</i> May - August 2019, 2020 <ul style="list-style-type: none">Consulted with Executive Chef and 5 kitchen staff on weekly food preparationPlanned menus and prepared meals for 200 campers in conjunction with the head cookPurchased food and supplies
Leadership	TCU Wellness Gold – <i>Nutrition Educator</i> August 2019-Present <ul style="list-style-type: none">Teach cooking classes to TCU faculty and staff in efforts to increase wellness of employees Student Nutrition and Dietetic Association – <i>Newsletter Contributor</i> 2019-Present <ul style="list-style-type: none">Write articles about healthy living and wellness; include personally-developed recipes TCU Department of Nutritional Sciences – <i>Event Planning Volunteer</i> Sept. 2018 - May 2019 <ul style="list-style-type: none">Coordinated 5-10 events, including menu planning and catering per year for campus groups
Skills	Social media (Pinterest, Facebook, Twitter, Instagram, LinkedIn), Adobe InDesign, iMovie editing
Activities	Delta Delta Delta Sorority : <i>Community Health Chair</i> , August 2019 - Present College of Science and Engineering Student Advisory Board : <i>Nutrition Representative</i> , 2020 TCU Leaps - day of community service, 4 times
Other Experience	Chipotle , <i>Team Member</i> , Arlington, TX August 2019 - August 2020 Lululemon , <i>Sales Associate</i> , Fort Worth, TX May 2018 - July 2019

Sample Psychology/Child Development Resume

FIRST NAME LAST NAME

Street Address ▪ City, State Zip Code ▪ Phone ▪ Email

EDUCATION

Texas Christian University – Fort Worth, TX

Bachelor of Science in Child Development, May 2020
Minor:

Spanish

STUDY ABROAD

TCU in Madrid – Madrid, Spain, Summer 2020

- Provided care for 2 and 4-year olds as an au pair with a Spanish family
- Volunteered in Spanish-language day care and worked with 15 toddlers

EXPERIENCE

Child Life Volunteer, *Cook Children's Hospital*

Fort Worth, TX – September 2019-Present

- Engage families and siblings of children in hospitals in activities
- Shadow Child Life Specialists and volunteer in music therapy and art therapy rooms
- Build relationships with patients through interactions and conversations during treatments

Volunteer Services Intern, *Gladney Center for Adoption*

Fort Worth, TX – May-August 2020

- Assisted in volunteer recruitment through networking and representing the Center at community awareness events
- Participated in the volunteer interview and selection process for 20 new volunteers
- Maintained case files according to licensing standards and wrote bi-monthly reports on volunteer programs to be given to the Director of the Center

Camp Counselor, *Cancer Kids Camp*

Keller, TX – May-August 2019

- Paired with 7-year old girl diagnosed with leukemia throughout duration of camp experience
- Assisted camper with activities and support during medical treatments
- Communicated behavioral problems and health concerns to parents and caretakers

CERTIFICATIONS

Trained in **Trust-Based Relational Interventions (TBRI®)** for working with children from hard places, 2020

Child Abuse Recognition and Prevention Certificate, Wings of Hope Inc., 2019

RELEVANT COURSEWORK

Vulnerable Child: Theory & Practice

Child Welfare

Developmental Psychology
Cognitive

Development

HONORS & AWARDS

TCU Scholar, 3 semesters

Dean's Honor List, 3 semesters

National Society of Collegiate Scholars
Psi Chi

Psychology Honors Society

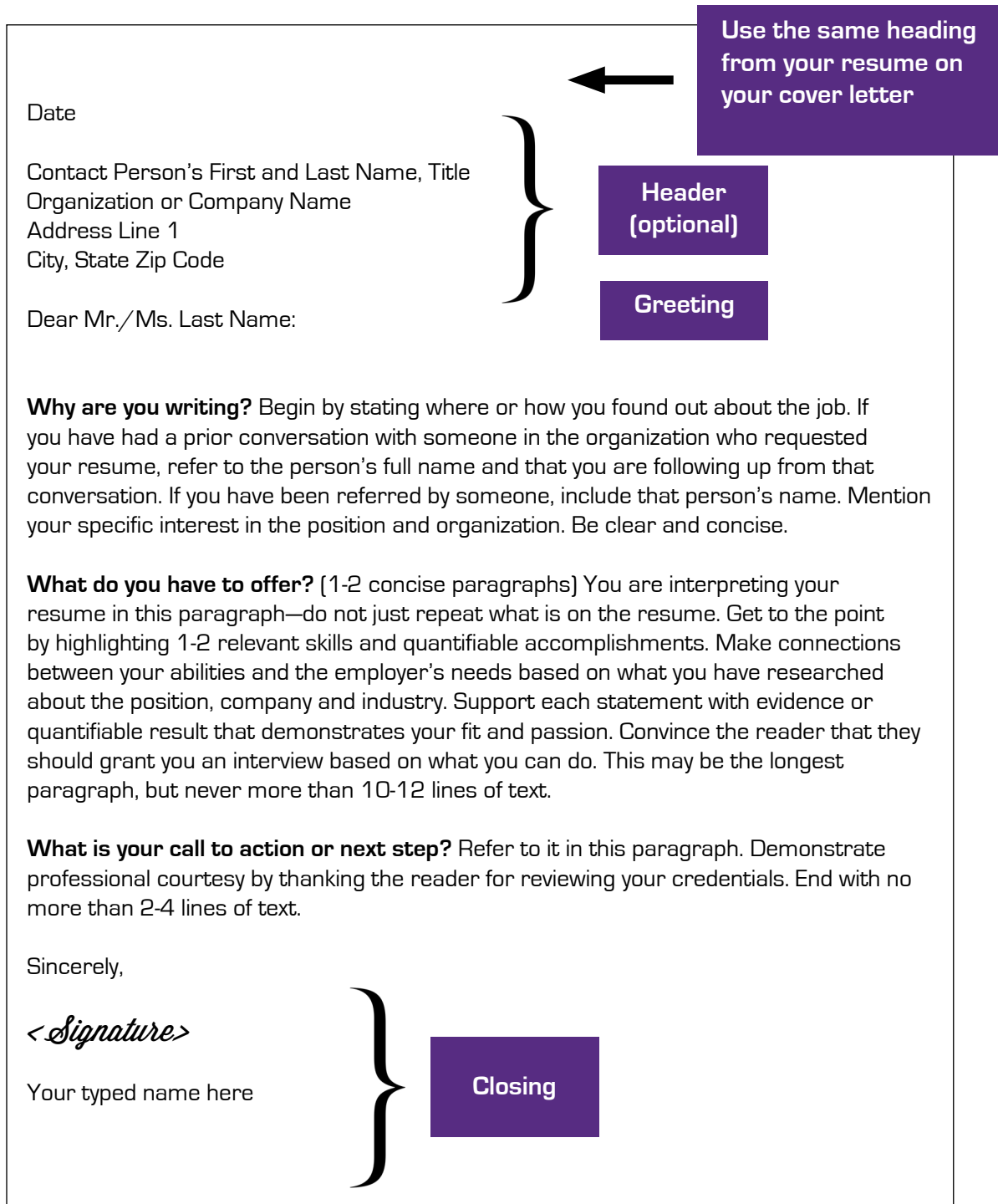
CAMPUS AND COMMUNITY INVOLVEMENT

Omega Kappa Alpha: *Panhellenic Delegate (Sept. 2020-Present), Vice-President (Sept. 2019 - May 2020)*

TCU Leaps, Campus-wide Day of Community Service
Habitat for

Humanity

ANATOMY OF A COVER LETTER



QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

A Matching Game

Develop Your Cover Letter Content

Job/Internship Requirements What are the employer's top needs?	You How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

Sample Reference Sheet

	FIRST NAME LAST NAME 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 first.last@tcu.edu	Use the same heading from your resume on your reference sheet
REFERENCES		List 3-5 references on your reference page
Dr. Joseph Smith <i>Professor</i> Texas Christian University 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 j.smith@tcu.edu		Include your reference's full name and title
		Make sure that contact information is accurate and current
Gabrielle Brown <i>Volunteer Coordinator</i> Meals on Wheels 2800 S. University Drive Fort Worth, TX 76110 817-257-2222 g.brown7@tcu.edu		
Tanya Carson <i>Supervisor</i> TCU Campus Bookstore 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 tanya.carson@tcu.edu		

References are to be listed on a separate page, **NOT** as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

Center for Career &
Professional Development