

COLLEGE OF SCIENCE & ENGINEERING RESUME GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

VERBS

If experience is ongoing, use the present tense of these verbs. No "ing". When describing past experience, verbs should be in past tense "ed".

Activate	Establish	Predict
Adapt	Evaluate	Prepare
Advise	Expand	Present
Analyze	Facilitate	Preserve
Apply	Familiarize	Process
Assess	Gain	Program
Assist	Generate	Project
Attain	Guide	Quantify
Author	Identify	Reason
Budget	Implement	Recommend
Calculate	Improve	Research
Change	Improvise	Review
Collaborate	Increase	Revise
Communicate	Inform	Select
Compile	Initiate	Shadow
Complete	Innovate	Specify
Conceptualize	Institute	Stimulate
Conduct	Instruct	Strengthen
Consult	Integrate	Structure
Contribute	Interpret	Study
Coordinate	Inventory	Suggest
Counsel	Investigate	Summarize
Create	Lead	Supervise
Critique	Maintain	Supply
Decrease	Manage	Support
Delegate	Measure	Survey
Demonstrate	Mediate	Teach
Design	Mentor	Train
Detail	Model	Transcribe
Determine	Monitor	Transfer
Develop	Observe	Translate
Diagnose	Organize	Transmit
Direct	Oversaw	Treat
Discover	Perform	Tutor
Display	Pilot	Update
Educate	Plan	Verify

Sample Biology Resume

Ben Nguyen | 1500 South Hudson | Fort Worth, TX 76129 | b.nguyen@tcu.edu | 817-555-5555

Education

TEXAS CHRISTIAN UNIVERSITY, Fort Worth,
TX Bachelor of Science in Biology, May 2018

Major GPA: 3.7

Study Abroad

TCU TROPICAL RESEARCH STATION, San Ramon, Costa Rica

January-May 2018

- 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
Co-Project Manager

December 2016-Present

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

FOSSIL RIM WILDLIFE PRESERVE, Glen Rose, TX
Animal Care Intern

May 2016-August 2017

- 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
Assistant Teacher

August 2015-May 2017

- 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 2016-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 2015

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

TCU Chemistry Club, August 2014-Present

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

TCU Environmental Club, August 2014-May 2015

Additional Experience

REI, Customer Service Representative, Fort Worth, TX

August 2016-Present

Sample Pre-Med Resume

BETHANY COOK

5567 Crimson Avenue • Fort Worth, TX 76107 • b.cook@tcu.edu • 817-555-5555

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 2018

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

RELEVANT EXPERIENCE

Medical Scribe - Texas Health Hospital System

September 2016 – 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 2015 – 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 2016 – May 2016

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 2017

- 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 2016-Present

Presbyterian Night Shelter, special events volunteer, June 2016

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, 2016 – Present

SKILLS

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

CAMPUS AND COMMUNITY INVOLVEMENT

- TCU Leadership Center, 2016-Present
- TCU Leaps, Volunteer in community service and engagement projects, 2016-Present

Sample Chemistry Resume

Chris Liu

1823 Cantey Street, Fort Worth, TX 76129
c.liu@tcu.edu, 817-555-5555

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 2018
Minor in Mathematics GPA: 3.79

Lab Work & Research

TCU Chemistry Lab Fort Worth, TX
Research Assistant January 2016-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 2016-December 2018

- Studied developmental growth of food molecules and created an algorithm to identify and track developmental 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 5/2017.

Liu, C., Hwang, G., Prahma, H. "Mathematical Analysis of Molecular Development," *TCU College of Science and Engineering Research Endeavors*, 2016.

- Presented at College of Science and Engineering Student Research Symposium
- TCU Student Research Grant Recipient, \$1500

Leadership

American Chemical Society, TCU Student Chapter Fort Worth, TX
Chapter President August 2017-Present

- Managed weekly meetings of 15-20 members and organized monthly agendas
- Planned 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 2016-Present

- Prepared and taught lessons in inorganic chemistry for 2 sections of undergraduate sophomores
- Monitored and led students in laboratory experiments to supplement class lectures

Memberships & Honors

- National Society of Collegiate Scholars, 2016 - Present
- American Chemical Society, 2016 - Present

Sample Computer Science Resume

CARLOS GONZALEZ

cgonzalez@hotmail.com ▪ 817-555-5555
4350 Rice Mine Road, Fort Worth, TX 76132
www.professionalwebsite.portfolio.com

EDUCATION

Texas Christian University, Fort Worth, TX
Bachelor of Science in Computer Science, May 2018
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 2018 - Present

- Designed and programmed new intuitive layout to be tested in focus groups
- Implemented streamlined user capabilities in collaboration with Storage team
- Wrote and presented proposal to UX and Design team

Security Intern, Texas Bank, Fort Worth, TX May - August 2017

- 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 2017

- 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 2016 - 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 2016 - 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	Computer and Network Security
Advanced Systems Programming	Operating Systems
Database Systems	Compiler Theory

HONORS, MEMBERSHIPS, AND ACTIVITIES

Computer Science Society	2017 - Present
Upsilon Pi Epsilon, International Honors Society for the Computing Sciences Association of Computing Machinery	2017 - Present
TCU Leaps Leader	2016 - Present
	2015

Sample Engineering Resume

ETHAN M. ANDERSON

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 2018

Minor: Mathematics

Overall GPA: 3.42

EXPERIENCE

Manufacturing Intern

May 2016 - Present

James Joyce Architectural Firm, Fort Worth, TX

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

HVAC Intern

May 2016 - August 2017

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 2016 - May 2017

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 2015 - 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, 2014-Present

The College of Science and Engineering Student Advisory Board, 2015-Present

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

TCU Energy Club, 2013-2014

Sample Environmental Science Resume

LIVI N. GREEN

1520 Merida Ave. | Fort Worth, Texas 76109 | l.n.green@tcu.edu | 817-555-5555 (cell) | 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 2018
Minors in Applied Geoscience and Biology

GPA 3.6

Study Abroad: TCU Tropical Research Station – San Ramon, Costa Rica, February – June 2018

Research Project: “Tropical Plants and Indigenous Animals in the Costa Rican Rainforest,” 2017

EXPERIENCE

Field Technician, *Stephens and Associates Environmental Consultants*, Austin, TX May 2017 – Present

- Collected water samples from Town Lake and documented readings using Chemstation Chromatography
- Operated and maintained remediation systems at research stations
- Participated 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 2016 – August 2017

- 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 2016 - 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 2016 - May 2017

- 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 2016 - October 2017

- 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, 2014

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 2016, 2018

Assistant Manager, *Backwoods*, Fort Worth, TX, August 2016 - May 2017

Sample Geology Resume

GREG ALVAREZ

3234 Lubbock Street • Fort Worth, TX 76109 • g.alvarez@tcu.edu • 817-555-5555

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Geology with a minor in Applied Geosciences, December 2018 Overall GPA: 3.7

TCU Geology in Scotland: Edinburgh, UK – studied the influences of early geologic thinkers, May – June 2016

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

Research Assistant

Fort Worth, TX
August 2016 – Present

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

Ferguson Enterprises

Petroleum Internship

Midland, TX
May – August 2017

- 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 2016-May 2018)*

- 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 2017
- *Oklahoma Geological Field Sampling*, Arbuckle Mountains, OK, August 2016
- *Big Bend Geological Work Study*, Big Bend National Park, TX, December 2015 – January 2016

MEMBERSHIPS

American Association of Petroleum Geologists, 2016 – Present

TCU Geology Club, 2017 – Present

TCU Energy Club, 2016 – 2018

Sample Mathematics Resume

MINH TRAN

m.tran@tcu.edu / 817-555-5555
TCU Box 2906332 / Fort Worth, TX 76130

EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Science in Mathematics with an Actuarial Concentration, May 2017

Minor: General Business Overall GPA: 3.76

EXAMS AND TRAINING

Exam P/1 (Probability), **Passed**, December 2017

Exam FM/2 (Financial Mathematics), **Sitting**, April 2018

- SOA VEE Credits: Economics, Corporate Finance

RELEVANT EXPERIENCE

Actuarial Intern

June 2016 – 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 2016-Present

Student Government Association

Fort 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 2016 – May 2018

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, 2016-Present

TCU Scholar, 4 semesters

TCU Ambassadors, August 2016 - May 2018

TCU Math Club, August 2017-Present

Pi Mu Epsilon Math Honorary Society, 2017 - Present

Alpha Phi Omega, service fraternity, 2017-Present

Sample Physics/Astronomy Resume

PAUL ZHANG

1921 Vista View, Fort Worth, TX 76129
paul.zhang@tcu.edu, 817-555-5555

Education

TEXAS CHRISTIAN UNIVERSITY, Fort Worth, TX
Bachelor of Science in Physics and Astronomy, May 2018
Minor in Math GPA 3.8

Relevant Experience

- TCU PHYSICS LAB, *Research Assistant*, Fort Worth, TX August 2016-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 2016-August 2016
- 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 2017-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 2017
- 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 2016
- 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, 2016 - Present

American Astronomical Society, 2016 - Present

Sample Dietetics Resume

NATASHA DAVY

1551 S. Losing Weight Dr. • Fort Worth, TX 76179
(817) 555-5555 • n.davy@tcu.edu

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 2018

- R.D. eligible May 2018

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 2017

RELEVANT EXPERIENCE

Clinical Dietetic Intern - *Children's Hospital*, Fort Worth, TX April 2016 - Present

- Researched supplements and dietary aids and created informational pamphlet displayed in waiting rooms
- Shadowed dietitian and observed counseling sessions involving teenage patients with eating disorders

Food Management Intern – *Harris Southwest Hospital*, Fort Worth, TX January 2016-April 2017

- 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 2015 - May 2017

- 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 2016-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 2018

Birdville ISD – *Dietetic Intern*, Birdville, TX January-April 2018

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

Meals on Wheels – *Dietetic Intern*, Fort Worth, TX September – October 2014, April-May 2016

RESEARCH EXPERIENCE

"Effects of Eating Disorders on Pre-Adolescent Girls," September 2016 -March 2017

- 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 2017

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

Nadia Patel

428 College Drive
Fort Worth, TX 75000
n.patel@tcu.edu
(972) 555-5555

Education	Texas Christian University , Fort Worth, Texas <i>Bachelor of Science in Nutrition</i> , December 2018 Overall GPA: 3.5 Major GPA: 3.7
Certifications	Texas Food Handler's License, Expires 2018 ServSafe Certification, Expires 2018 CPR and First Aid Certification, Expires 2018
Experience	Heartland Community Hospital – Fort Worth, TX <i>Dietary Technician</i> January 2016 - Present <ul style="list-style-type: none">Planned menu selection for cardiovascular patientsMonitored and logged temperatures for food, refrigerator and dish machine recordsConducted inventory and ordered food products as neededCoordinated activities for 15 food service employees Central Market – Fort Worth, TX <i>Prepared Foods Chef, Bakery</i> August 2016 - 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 casePromoted to Prepared Foods after demonstrating service and dependability skills in Bakery Sodexo/Market Square – Fort Worth, TX <i>Quantity Foods Intern</i> August 2016 - December 2017 <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 2016, 2017 <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 2016-Present <ul style="list-style-type: none">Taught cooking classes to TCU faculty and staff in efforts to increase wellness of employees Student Nutrition and Dietetic Association – <i>Newsletter Contributor</i> 2016-Present <ul style="list-style-type: none">Wrote articles about healthy living and wellness; included personally-developed recipes TCU Department of Nutritional Sciences – <i>Event Planning Volunteer</i> Sept. 2016 - May 2017 <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 2016 - Present College of Science and Engineering Student Advisory Board : <i>Nutrition Representative</i> , 2017 TCU Leaps - day of community service, 4 times
Other Experience	Chipotle , <i>Team Member</i> , Arlington, TX August 2016 - August 2017 Lululemon , <i>Sales Associate</i> , Fort Worth, TX May 2015 - July 2017

Sample Psychology/Child Development Resume

Cynthia Ali

579 Waits ▪ Fort Worth, TX 76109 ▪ 817-555-5555 ▪ c.ali@tcu.edu

EDUCATION

Texas Christian University – Fort Worth, TX
Bachelor of Science in Child Development, May 2018
Minor: Spanish

STUDY ABROAD

TCU in Madrid – Madrid, Spain, Summer 2017

- 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 2017-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 2016

- 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 2015

- 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, 2017

Child Abuse Recognition and Prevention Certificate, Wings of Hope Inc., 2016

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

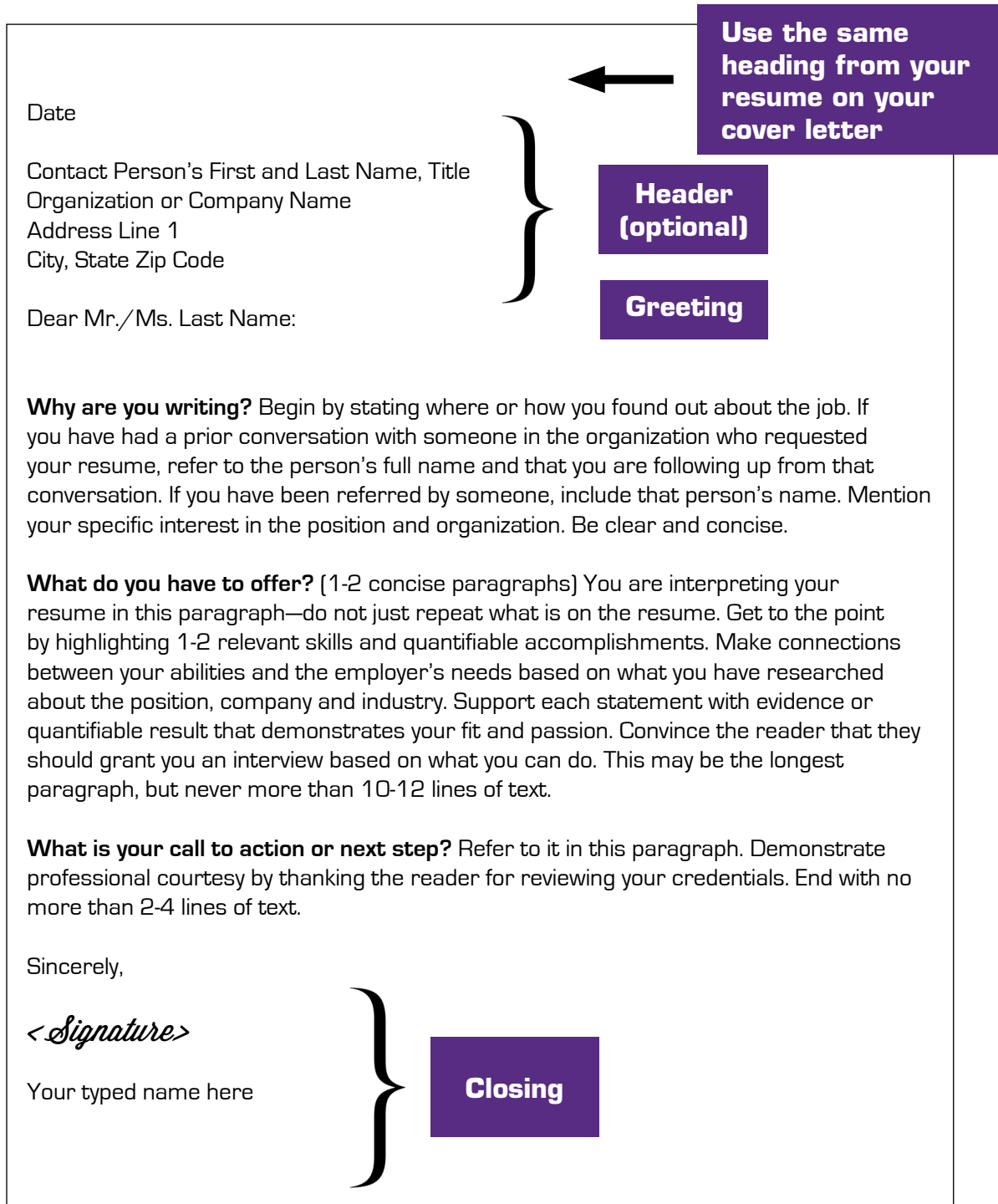
CAMPUS AND COMMUNITY INVOLVEMENT

Omega Kappa Alpha: *Panhellenic Delegate (Sept. 2016-Present), Vice-President (Sept. 2016 - May 2017)*

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.

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

NATALIE R. RODRIGUEZ
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
n.r.rodriguez@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
Professor
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
Volunteer Coordinator
Meals on Wheels
2800 S. University Drive
Fort Worth, TX 76110
817-257-2222
g.brown7@tcu.edu

Tanya Carson
Supervisor
TCU Campus Bookstore
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
tanya.carson@tcu.edu

Keep in contact with your references for future opportunities.