

Scientific Resumes



As can be the case with any career field, resumes for those interested in pursuing a scientific laboratory position have unique components. Joint Science Professors Jennifer Armstrong and Emily Wiley have shared their knowledge and expertise in the field.

General Information

- Your resume can be as long as it needs to be. It does not need to be confined to a single page, but should still be very concise. Most science majors have resumes that are 1-2 pages. Three pages may also be acceptable if you have unique, specialized and/or extensive research experience.
- Within each section, each item should be listed in reverse chronological order, that is, the most recent experience or award first.
- The most common sections are given below.
- Avoid heavy paper, as plain white paper is fine.
- Avoid fancy or tiny fonts.
- Always include a cover letter with your resume.

Heading/Contact Information

- Name
- Street address, city, state and zip code
- Telephone number with area code
- E-mail address

Education

- College name
- Location
- Degree working toward (or attained)
- Major
- Dates attended
- High school name, location, dates attended –if high school honors are included below

Honors/Awards

- Include relevant years
- A brief description may be helpful if award not self-explanatory
- Examples may include:
 - Competitive fellowships (ex. Keck/Eaton/Mellon Summer Research Fellowships)
 - Dean's List, Honor Roll
 - Honor societies (ex. Phi Beta Kappa; Sigma Xi)
 - Thesis awards, other awards
 - High school honors

Research Experience

- Dates
- Location
- Title of the research project, if possible
- Supervisor/mentor name - if different than head of lab make sure to list lab head name too.
- You may provide a brief description including the general type of techniques used. For ex. molecular, biochemical, genetic, bioinformatics, other - combinations are fine to list.
- Examples of research experiences to list:
 - Senior thesis
 - Any other research experience, including independent study or volunteer work in a lab

Teaching Experience

- Dates
- Location
- Class name or subject
- Examples would be tutoring or being a teaching assistant

Upper Division Courses

- Add the course titles (not the JSD identifying numbers) for advanced lab or math courses, especially those applicable to the area in which you'd like to work. Indicate if the class

has a laboratory.

Research Techniques

- List the techniques used for research or learned in a course
- It might be useful to divide them into two categories (below). If you have done the technique only once or twice (for example in class lab) and do not feel comfortable problem solving the technique, list it under "somewhat familiar."

Publications

- Provide the full reference if already published. If in progress or submitted, make that clear.
- Bold **your name** in the list of authors

Scientific Meetings/Presentations

- Title of meeting or conference, for both those attended and at which a presentation was done
- Abstract title if presented a talk or a poster, *in italics*
- Year of the meeting date, in parentheses
- Examples are Sigma Xi poster session or Summer Symposium presentation

Other Experience

- List any other types of work or volunteer experience
- Confine to jobs where you had a fair amount of responsibility
- Briefly describe your duties

References – minimum of three professors and research supervisors

- Name
- Department and Institution
- Street address, city, state and zip code
- Telephone number with area code
- E-mail address

This handout was created to serve as a helpful guide. You are encouraged to proofread carefully and have a career counselor review your resume. Pitzer graduates working in the science field and Joint Science Professors will also be great resources. You may contact alumni through our Alumni Career Connections program. For more information about this program please contact us or visit our website at www.pitzer.edu/careerservices.

*Created 12/05
by Joint Science Professors Jennifer Armstrong
and Emily Wiley*

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EDUCATION

Pitzer College, Claremont, CA
B.A. in Biology (projected graduation date, May 2006)
Happy High School, Denver, CO

HONORS AND AWARDS

Dean's Honor List 2002-2006
Sigma Xi Honor Society 2006
Kekck Summer Research Fellowship 2005
Outstanding Senior Student, Happy High School 2002

RESEARCH EXPERIENCE

Senior Thesis Research, Joint Science Department of the Claremont Colleges. 2005-2006
Thesis title "Heterochromatin formation by HDACs". Research Advisor: Dr. Emily Wiley
Summer Research, Joint Science Department of the Claremont Colleges 2005
Investigations into chromatin structure and histone modifications in Tetrahymena thermophila.
Research Advisor: Dr. Emily Wiley
Summer Research, Biology Department, Colorado State University 2004
Regulation of DNA repair in bacteria. Laboratory of Dr. I.M. Jolly, supervised by Samantha B. Elf

TEACHING EXPERIENCE

Teaching Assistant for Organic Chemistry. Graded written assignments, assisted with laboratory supervision, prepared solutions.
Tutor for General Chemistry 2004

UPPER DIVISION COURSES

Biochemistry, Molecular Biology with laboratory, Cell Biology with laboratory, Bioinformatics

RESEARCH TECHNIQUES

Very Familiar
Agarose gel electrophoresis
PCR
Fluorescence microscopy
DNA cloning techniques
Southern blot analysis
Somewhat Familiar
NMR
Western blot analysis
tissue culture
ultracentrifugation

PUBLICATIONS

Wiley, E., Newhart, B.D., **Doe, J.L.**, Smith, P. B., Macaroon, Y.M. HDA1 is critical for cell morphology and heterochromatin formation in Tetrahymena (in preparation)

PRESENTATIONS

Doe, J.L. "Heterochromatin and HDACs". Sigma Xi poster presentation (2005)
Doe, J.L. "Regulation of DNA Repair in Bacteria". Joint Science Department Summer Research Symposium (2005)

OTHER EXPERIENCE

Lifeguard, Malibu Beach Resort 2001-2002
Hostess, Macaroni Grill Restaurant 1998-2000

REFERENCES

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