

# How to Write a Competitive Resume

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**BIO**  
**SCI**

UC San Diego  
BIOLOGICAL SCIENCES

# Presentation Structure

1. Resume Structure
2. Formatting
3. Detailed Resume Sections:
  - Name and Contact
  - Skills
  - Education
  - Projects
  - Experience
  - Volunteer
  - Publications
  - Awards
4. Copy Editing
5. Resume Review

## Melissa Hoon

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(555) 555-5555 | mhoon@ucsd.edu | [linkedin.com/in/melissahoon](https://www.linkedin.com/in/melissahoon)

### SKILLS

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- Mass spectrometry
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- Fluorescent kinetic assays
- Assay preparation
- Lab equipment maintenance
- Detail-oriented
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- Collaborative
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- Organization
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### EDUCATION

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B.S. Biology, Bioinformatics minor | 3.5 GPA

**Relevant coursework:** Professional Development Topics in Biology, Introductory Biology Lab, Multicellular Life, Personal Ethics at Work, Introduction to Data Science

### PROJECTS

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- Collected, tracked and logged more than 100 test samples and submitted to laboratory
- Collaborated on a team of four to compile bench testing data following standard methods
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### VOLUNTEER

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- Applied active listening skills to offer support to more than 20 patients per week who are undergoing cancer treatment
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# Resume Structure

**What is a resume?** It is a brief highlight of the experiences that you think the employer you are applying to will find most relevant.

- **Name and contact information:** first and last name, address, phone, email, LinkedIn URL
- **Skills:** including summary sentence using the formula in these slides
- **Education:** including relevant coursework
- **Projects** (optional, but recommended, especially if you don't have a full Experience section): class projects that include lab work, research, presentations, CSE projects
- **Experience:** all relevant job and internship experience
- **"Wildcard category":** Name this section whatever you feel fits your experience best along these lines, such as Volunteer, Leadership, Extracurricular, Membership
- **Publications** (optional): academic journal submissions that you authored or co-authored
- **Awards** (optional): any awards you've received, including scholarships

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# Formatting

A resume is a very straightforward and easy to read overview of your experience.

These guidelines will help your resume look clean and will not distract from your experience:

- 1 page only
- No template, just Microsoft Word or Google Docs
- Font size 11 (your name is size 15 font)
- Easy-to-read font, suggested: Times New Roman, Arial, Calibri
- 0.3-0.5 inch margins
- Align bullet points to the far left
- Black font only; no color

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# Name and Contact

- Center-aligned
- Name is font size 15; contact information is font size 11
- Phone is written with area code in parenthesis, followed by a space, followed by the first three numbers, followed by a hyphen, followed by the last four numbers
- A space, a bar and another space need to be between your phone number and email, and between your email and LinkedIn URL
- Use your ucsd.edu or gmail email; don't hyperlink your email address
- Include your LinkedIn page
  - If you don't have a LinkedIn, I suggest you make one
  - Remove https://www. from the beginning of the URL
  - Go to Settings in your LinkedIn account and customize your URL to be as close to your name as possible, so that it doesn't auto-generate a lot of numbers and letters at the end of your name
  - Include the customized URL on your resume
  - Hyperlink your LinkedIn URL on your resume

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# Skills

- You MUST look up jobs/internships you're interested in to write your resume. This is because you will use key words from those job descriptions and include them in your resume.
- Key words are important words that clearly describe the job or internship you're interested in applying to and appear on the job description you're interested in.
- List 10-15 skills—approximately half technical/scientific and half soft skills that are relevant to the jobs/internships you're applying to. Your skills must reflect key words that you see in job descriptions that you're interested in applying to.

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# Education

- Do not list high school
- Optional to include community college or other universities beyond UC San Diego, but not necessary
- Notice the way your university it written to the left; be sure to write it exactly like that (no commas, no abbreviations)
- Write the word Expected followed by a colon with the month and year you are expected to graduate on the same line as the name of the university; align this date completely to the right
- Be sure to include the degree you are pursuing and write it exactly as it's shown on the left (B.S. – capitalized with two periods)
- If you have a minor, include it in the way it is written to the left
- Only include your GPA if it's a 3.5 or above
- If you need to add more to make your resume a full page, you can add relevant coursework in the way it is written to the left: spell out course names, do not include abbreviations or numbers, capitalize course titles, you can include relevant courses beyond biology (such as business or communications), do not exceed two lines

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# Projects

- If you need more experience to make your resume a full page, or if you have particularly relevant projects, you can add a Projects section
- Projects include academic experiences, such as laboratory experiments, research studies, presentations and research papers
- Write the name of your project in quotations
- After the name, include the course or lab name, followed by the name of the institution; if it's UC San Diego, write it as UC San Diego (not UCSD or fully spelled out)
- Include the months and year the project was worked on
- Write 3-5 bullet points per project
  - Bullet points describe what you learned and the skills you developed
  - Bullet points include key words from the jobs and internships you're interested in applying to
  - Bullet points must be relevant to jobs or internships you're applying to
  - Bullet points start with a strong verb to describe what you did

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# Experience

- List position title, followed by company name, followed by city
- On the same line as the company, include the date range aligned completely to the right
- Spell out the months; do not abbreviate or use numbers for the month
- If an experience was completed in the same year, only list the year once. Example: June-July 2019 (NOT June 2019-July 2019)
- Experiences, along with everything else on your resume, must be listed in chronological order in each section (most recent experience first)
- Align bullet points completely to the left; do not indent
- Write bullet points according to the guidelines on the next slide

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- Start with a strong verb to describe what you learned and the skills you developed. Examples: collaborated, managed, distributed. Make sure the verb is in the correct tense (past experiences use past tense verbs like “collaborate”; current experiences use present tense verbs such as “collaborated.”)
- All experiences must list 3-5 bullet points; no more than two lines per bullet point
- Bullet points are not mere job descriptions; instead, they describe your accomplishments, what you learned and the skills you developed that are relevant to the employer of the job or internship you are applying to
- Use numbers in at least two bullet points to show scale and results; view example on previous slide
- You can include high school experiences if you do not yet have relevant college experiences

# Experience (continued)

**Apply the following guidelines when writing your bullet points for non-science positions as well as science-related positions:**

**All experiences on your resume must highlight the skills you developed in these experiences that are relevant to your prospective life sciences employer.** This is how you relate your experiences to the job or internship you are applying to:

1. Look up job descriptions of the life sciences jobs and internships you're interested in applying to.
2. Make sure you use key words (important and significantly descriptive words or phrases) from that job description in the way you describe your non-life sciences experience.

For example, this is taken from a research and development intern position that Thermo Fisher Scientific is currently seeking applicants for:

- Executes experimental plans, analyzes data, and contributes to technical reports and product summaries with guidance
- Exhibits creativity in selecting approaches and techniques for obtaining solutions
- Interacts with other internal departments (i.e., Business Development, Quality, Operations, Technical Services, and/or Marketing) in the commercialization of new products

If you were to apply to that internship and wanted to include a non-life sciences experience on your resume, this is how you could list it (this example is if you were a Starbucks barista):

- Compiled financial data by contributing to daily income report and inventory summaries with exceptional accuracy and attention to detail
- Demonstrated creativity and problem-solving skills in a solution-oriented customer service approach when serving patrons
- Collaborated effectively with internal departments throughout the corporation, including Operations and Marketing, to ensure that the product was distributed as top quality

# Volunteer

- Review the Experience Guidelines in the previous two slides to write your Volunteer section bullet points
- You can include experiences such as student organization membership (like BSSA or BioScholars), volunteer experiences, sports experiences and shadowing experiences.
- Name this section according to the type of experiences you include in it (this section does not need to be called “Volunteer”). Typically this category is named something along the lines of Volunteer, Leadership or Extracurricular.
- Write the experience in the way it is shown on the left: position title, company, city, and the date is fully aligned to the right

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- Publications are articles that you authored or co-authored that were published in an academic journal
- Do not list class research papers here; if you choose to include those on your resume, include them in the Projects category
- Write the publication in Chicago style
- Do not include bullet points for publications
- List publications in chronological order

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- Lab equipment maintenance
- Detail-oriented
- Time management
- Collaborative
- Independent self-starter
- Organization
- Written and verbal communication

## EDUCATION

**University of California San Diego** Expected: June 2023  
B.S. Biology, Bioinformatics minor | 3.5 GPA

**Relevant coursework:** Professional Development Topics in Biology, Introductory Biology Lab, Multicellular Life, Personal Ethics at Work, Introduction to Data Science

## PROJECTS

**"Genomics Study," Pogliano Lab, UC San Diego** January-March 2020

- Worked in a group of five to perform quality control cell culture tests in the lab
- Assisted with testing and calibrating lab equipment in preparation for specific tasks
- Recorded and analyzed data and prepared reports for laboratory management

## EXPERIENCE

**Lab Assistant Intern, Illumina, San Diego** June-August 2020

- Collected, tracked and logged more than 100 test samples and submitted to laboratory
- Collaborated on a team of four to compile bench testing data following standard methods
- Independently maintained order and cleanliness in the laboratory, and accurately tracked supplies

## VOLUNTEER

**Member, Biological Sciences Student Association, UC San Diego** January 2020-present

- Attend monthly meetings to learn about life sciences industry resources for internships and jobs
- Participate in quarterly professional development workshops to gain soft skills including interview skills
- Collaborated with 25 key members to produce BSSA's annual fundraiser that raised \$10,000 for the organization

**Patient Education Center Volunteer, Moores Cancer Center, La Jolla** April-June 2020

- Applied active listening skills to offer support to more than 20 patients per week who are undergoing cancer treatment
- Gained in-depth knowledge on patients' cancer experience by providing them with special comfort items and wigs
- Demonstrated exceptional customer service by providing cancer-related educational materials and resources to more than 50 visitors per week

## PUBLICATIONS

Hoon, Melissa. "Quantitative Analysis of Cell Tissue in Subtropics." *Biology Open Journal*. (September 2020)

## AWARDS

**1<sup>st</sup> Place, Biotechathon, UC San Diego** April 2020  
**Outstanding Freshman Award, UC San Diego** May 2020

# Awards

- List awards you've received that are relevant to the job or internship you're applying to, including scholarships (don't include the scholarship monetary amount)
- List only the award title (you may include two bullet points describing the award, only if you need to fill space on your resume; the bullet points must describe your accomplishments and skills, and relate to the job or internship you're applying to)
- Following the award title, include the organization that you received the award from, followed by the right-aligned date (month and year)
- You can list relevant high school awards if you do not have college awards

**Melissa Hoon**  
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(555) 555-5555 | mhoon@ucsd.edu | [linkedin.com/in/melissahoon](https://www.linkedin.com/in/melissahoon)

## SKILLS

- PCR
- Mass spectrometry
- Cell culture
- Specimen processing
- Data analytics
- Fluorescent kinetic assays
- Assay preparation
- Lab equipment maintenance
- Detail-oriented
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# Copy Editing

- Proof-read your resume very carefully to check for spelling, grammar and punctuation errors
- Read your resume out loud to make sure everything is written properly
- Have someone else review your resume for spelling, grammar, punctuation and formatting
- Review these slides and samples of each section as examples to see how things need to be formatted and written

# Resume Review

- Once you write, format and thoroughly copy edit your resume according to all guidelines in this presentation, you may email it to Melissa Hoon at [mhoon@ucsd.edu](mailto:mhoon@ucsd.edu) to review (send as a pdf).
- Alternatively, you can schedule an appointment through Handshake with a career coach at the UC San Diego Career Center.