

Resume Examples

STEM

Entry-level Biology	→	2
Entry-level Computer Science	→	3
Mid-career Computer Science	→	4
Early Career Environmental Science	→	5



EDUCATION

Bachelor of Science: Biology
Edinboro University of Pennsylvania
Summa cum Laude

Anticipated Graduation: 20XX

Internship

Los Alamos National Laboratories, Los Alamos, NM

- Provided research support in cellular and molecular studies designed to investigate the health effects of energy production on animals and humans,
- Conducted a national survey to gather best practices information from other laboratories.
- Performed related protein assays.
- Assisted with the reorganization and revised protocol for the media unit.

RELATED COURSEWORK

Microbiology
Genetics

Human Factor
Analysis
Cell & Molecular
Biology

Parasitology
Genomics
Computers & Life Science

EXPERIENCE

Technician

01/20XX – 05/20XX

Microbac, Erie PA

- Assisted in routine labwork
- Was responsible for maintaining lab equipment

Lab Assistant,

09/20XX – 05/20XX

Edinboro University of Pennsylvania, Edinboro PA

- Assisted professors in the development of laboratory experiments and research
- Monitored and maintained laboratory equipment.
- Developed and maintained department website.

HONORS & AWARDS

Dr. Eric Wisner Honors Scholarship for Biology

Dr. Julie Wollman Scholarship

ACTIVITIES

President Biology Club 20XX – 20XX

Co-Chair Snowfest 20XX

Samual J. Compsci

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EDUCATION

Bachelor of Science in Computer Science

Minor in Mathematics

Edinboro University of Pennsylvania, Edinboro, PA, May 2015

GPA: 3.4/4.0

Major GPA: 3.8/4.0

Internship

- IBM, Redmond, WA, Spring 2015
 - Participated in kernel development of Linux on z systems.

Related Coursework

- Principles of Programming I & II
- Computer Architecture
- Object-Oriented Programming
- Data Structures & Algorithms
- Data Base Management
- Software Engineering
- Applied Statistics & Data Analysis
- PC Systems Operation & Administration
- Network Systems Administration
- Operating Systems
- Introduction to Actuarial Science

TECHNOLOGY SUMMARY

Programming/Languages: C++; OpenGL, Visual Basic; PHP; MySQL; HTML, CSS

Databases: Oracle 12c, SQL Server, MS Access

Design & IDE Tools: UML, WSAD, Visual Café, VJ++, WebLogic

Operating Systems: Linux Operating Systems, Windows 10/Vista/Server 2008, Mac OS X

RELATED EXPERIENCE

Computer User Support Specialist

Best Buy-Geek Squad, Erie, PA, January 2015 to Present

- Answer user inquiries regarding computer software or hardware operation.
- Set up equipment performing proper installation of operating systems or appropriate software.
- Maintain records of daily transactions.

EMPLOYMENT

Office Assistant

H&R Block, Erie, PA, June 2014 to December 2014

- Provided excellent customer service in-person, online, and via phone.
- Answered phones and email inquiries, maintained files, and made appointments.

HONORS

Dean's List eight out of eight semesters

Dr. Robert C. Weber Honor's Program

Outstanding Senior: Math and Computer Science Department

DIANA PROGRAMMER

12 Wesley Street, Brentwood, New York 11111 • (999) 777-7711 • programmer@inet.net

- Bachelor's degree in Computer Science with over two years of accomplished help desk support experience.
- Analytical, detail oriented with strong programming skills; work diligently on long, tedious assignments.
- Maintain excellent interpersonal communication, time management, and problem resolution skills.

Languages: C++ Turbo, Basic, Cobol, Visual Basic, Pascal, Assembler
Software: Windows 98/2000, Microsoft Word, Excel, Access, and PowerPoint

RELEVANT EXPERIENCE

Sky-Force Technologies, Information Technology Department, Hauppauge, New York 9/03 – Present
Intern Computer Programmer / Help Desk Associate

Leading provider of advanced aerospace systems, components, and support to aircraft manufacturers and operators worldwide. Products include quality fluid measurement and management systems, avionic displays, and flight inspection systems for commercial, commuter, and military aircraft.

Programming

- Recognized department-wide as a "little genius" for early contributions in the beta programming of software modules for a complex scheduling program utilizing a Cobol-comparable programming language.
- Apply ghost procedures to delete all programs and data files on several lease-expired systems.
- Attend morning meetings to discuss projects and assignments, plan strategies, and suggest improvements.

Help Desk Support

- Work closely with a help desk team, providing hands-on support to end users with hardware and software problems including WAN connectivity, upgrades, configurations, data recovery, and extensive printing issues.
- Document requests for help desk support and outcome resolutions to monitor and track recurring problems.
- Interface between technicians and employees to identify problems and formulate solutions.

EDUCATION

State University of New York at Stony Brook, Stony Brook, New York
Bachelor of Science degree in Computer Science / Business Option, May 2004
Full athletic scholarship - Sophomore and Freshman; Big West Academic All-Star Team, 2000, 2001

**Software Applications on the PC | Structured Programming | Microcomputer Assembler Language |
Systems Analysis | Distributive Systems | Management | Accounting | Economics | Marketing**

Regents Diploma, 2000
Babylon High School, Babylon, New York
Business Student of the Year | National Service Honor Society | Class Historian

DENNIS HAUSBURG

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Hatfield, PA 19440
(215) 368-4076
hausburg@example.com

EDUCATION

B.A., Environmental Studies, Temple University, Philadelphia, PA (4/2003); earned 50% of college expenses while maintaining 3.4 GPA in major.

Relevant Courses: Communication for Environmental Professionals, Environmental Science Ethics and Public Policy, Geochemistry, Law and Environment, Physical Oceanography, Remote Sensing of the Earth, Risk Assessment.

Course Highlights:

- Analyzed results of Phase I water testing.
- Created maps showing expansion of downtown Pittsburgh between 1930 and 1995 using aerial photographs, GPS (Global Positioning System), and remote sensing.
- Prepared environmental press releases, in-house memos, and technical reports.

EXPERIENCE

MILL CREEK CITIZENS FOR CLEAN WATER, Mill Creek, PA (5/2002-present)

Vice President

Serve as consultant to group established to resolve ground water contamination problem. Prior to formation of group, initiated investigation of pollutants in area following review of DEP (Department of Environmental Protection) press release. Researched effects of chemicals, interviewed homeowners, and found evidence of hazardous situation. Worked with affected residents to organize citizen's group; subsequently elected vice president. Recommended testing and proposed solutions at township meetings. Gained television and newspaper exposure of problem.

HATFIELD PRINT WORKS, Hatfield, PA (4/1997-present)

Customer Service and Print Manager

Assist owner and manage day-to-day operations in owner's absence; serve customers, perform routine and specialized printing work, and prepare invoices and bank deposits.

TAVERN WEST, Lansdale, PA (10/2002-8/2003)

SPRING VALLEY COUNTRY CLUB, Horsham, PA (5/1999-9/2002)

Server and Bartender

Helped managers open new restaurant and bar. Trained 10+ servers, provided front-line customer service, and suggested and implemented more efficient communication and organizational solutions. Translated for Spanish-speaking employees.

SPECIAL SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint), Web Design (HTML), C++ Programming, Hardware Maintenance and Repair.

Language: Intermediate Spanish.

VOLUNTEER WORK

Federal Emergency Management Agency/Red Cross, New York, NY (9/2001).

Sorted supplies and provided meals to firefighters and other workers following 9/11 terrorist attacks.