

HOW TO PREPARE YOUR RESUME

Resumes are personal documents. They are about you; they describe you; they reflect you, and in some cases, they even inform you about yourself!

There is a strange misconception around that resumes are hard to make, that they have some mysterious qualities of salesmanship associated with them, that they need to be somehow unique or jazzy in order to be effective. None of those conditions need be true.

The most important property of your resume is that it must be HONEST, a true reflection of who you are at the moment and what you want to do with your immediate life. Things change over time and resumes do, too, often frequently—BUT they must remain *honest*.

There are numerous ways to prepare them and appearance does count, but organization, grammar, style, and above all, information presented are often items that win the day. *Use 2 sides at most.* Do not try to be cute or overly imaginative because readers are used to finding your information in particular places and formats in the resume. Don't make them hunt for items that should be right up front as it were.

Begin with personal information, the places you can be contacted and data that will help them get hold of you quickly.

Next, give your educational background;

Then establish your work record or professional background

Finally bring out those things YOU view as accomplishments and skills.

At the close of the resume offer some insights into your personal interests, perhaps hobbies, citizenship items, volunteer organizations you work for etc. Don't spill your guts, but let people know you have a life as well as a profession.

A SAMPLE RESUME IS ATTACHED BUT REALIZE IT IS ONLY ONE OF MANY POSSIBILITIES. IN ALL INSTANCES HONESTY WILL BE MOST IMPORTANT.

your name here

Campus Address
CMR XXX St. Lawrence University
Canton, NY 13617
your phone no here

Your Permanent Address
HERE

you@stlawu.edu

EDUCATION

University of SOME PLACE, Aug 2012-present

St. Lawrence University, Canton NY, Bachelor of Science, May 2012

Majors: Geology, Cumulative GPA 3.600/4.000, Major GPA 3.638/4.000

Honors: Deans List, fall 2009 and 2010, spring 2009 and 2010

Keck Geology Consortium 2012

Research Fellowship, summer 2011

Sigma Gamma Epsilon, Earth Science Honorary Society, spring 2010-Present

W.A. Tarr Award, spring 2012

Teaching Assistant: Mineralogy (2 semesters), Oceanography (1 semesters), Sedimentology, and Igneous and Metamorphic Petrology, 5 Week Geological Field Camp with Indiana University

Research Interests: Ordovician Paleogeography, Clastic Delatas, Glacial Retreat in the North Country, Deep crustal processes, Deformation mechanics, Fossil birds, Geochronology, and Petrogenesis.

MEMBERSHIPS

Since 2010 Sigma Gamma Epsilon, Eta Xi Chapter (Officer, April 2009-12)

Since 2009 Geological Society of America

INSTRUMENT SKILLS

Instrument Knowledge/Use: Scanning Electron Microscope (SEM), Laser Ablation Inductively Coupled Plasma Mass Spectrometry (LA-ICPMS), Thermal Ionization Mass Spectrometry (TIMS), Petrographic Microscope

Computer Knowledge/Use: Microsoft Office (Word, Excel, PowerPoint, etc.), Adobe Illustrator (CS3), Adobe Photoshop, Adobe Acrobat, ARC Map (Digitizing and GIS), Iqpet

PUBLISHED OR PRESENTED WORKS

LIST YOUR POSTERS,
PAPERS,
PRESENTATIONS,
FELLOWSHIPS AND GRANTS,
THESES
AND OTHER ACCOMPLISHMENTS HERE.

FIELD WORK IN THE FOLLOWING REGIONS

PERSONAL INTERESTS (over please)
(USE THE BACK OF THE PAGE BUT DO NOT USE 2 PIECES OF PAPER)