



SMC CAREER SERVICES CENTER

RESUMES

STEM MATH
PROFESSION FOCUSED

OUTLINE OF TOPICS

WHAT WILL BE DISCUSSED

- Why a Resume?
- What Does Your Resume Say About You?
- When Do You Need a Resume?
- What Do You Need to Create a Resume?
- How to Make Your Resume Relevant?
- What are General Layout and Formatting Guidelines?
- Where Do You Go for Additional Help?



WHY A RESUME?

- Marketing tool
- To obtain an interview
- Requirement of many organizations



THINK ABOUT IT:

**What is the average amount of
time an employer/recruiters
takes to review an applicant's
resume?**

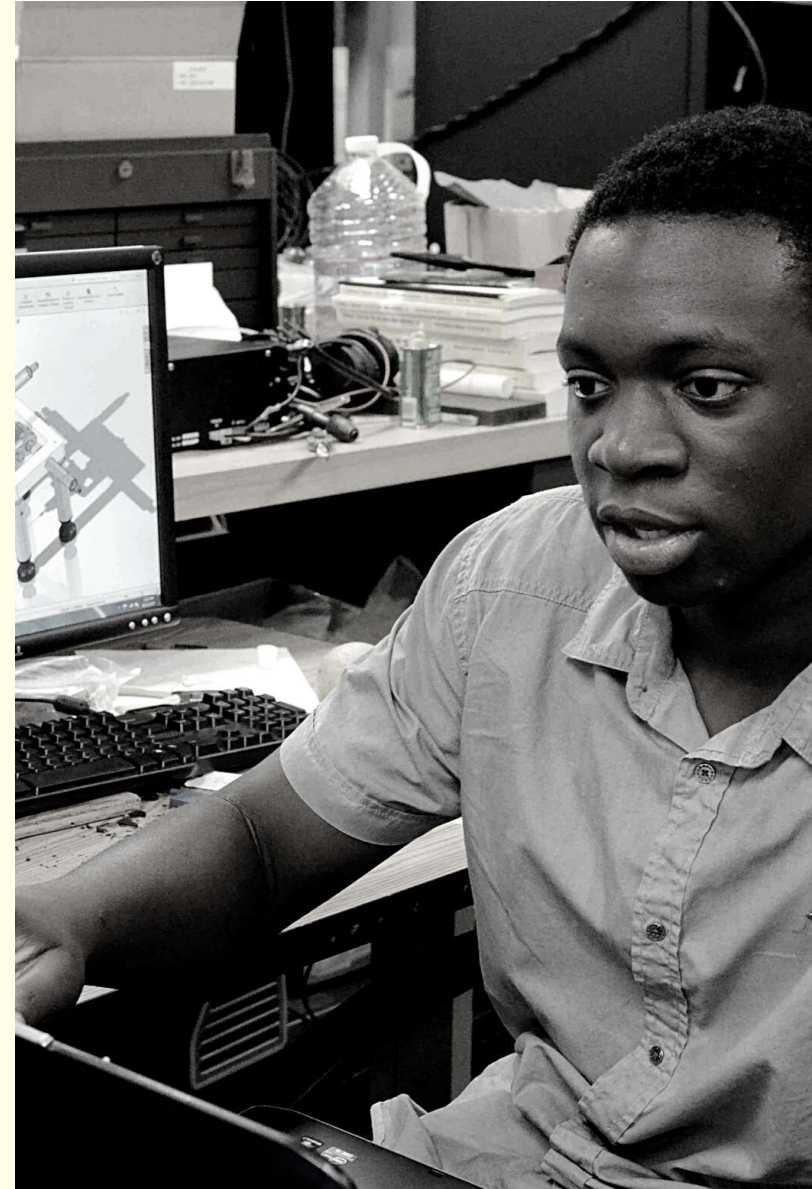
WHAT DOES YOUR RESUME SAY?

RESUME

- Neat
- Well-organized
- Error-free
- Professional Appearance

YOU

- Neat
- Well-organized
- Attention to detail
- Careful and Competent



SUMMER INTERNSHIP RECRUITMENT TIMELINE

YEAR PROJECTION

SUMMER/EARLY FALL

- Get organized
- Reach out to the Career Services Center, STEM Programs, and Writing Center for assistance
- Work on cover letter content
- Revise and polish your resume and/or writing samples
- Note some STEM programs have deadlines in the early to mid fall vs late fall to winter months.

FALL

- Search/apply for internships
- Note any deadlines, requirements and contacts
- Contact references (give them 2 months in advance)
- Research transcript request process and verifications and send as directed in the application

EARLY WINTER

- Follow up on your references
- Submit any final internship/program applications
- Check that your application was received in full

MID WINTER

- Follow up on your references
- Submit any final internship/program applications
- Check that your application was received in full

SPRING/EARLY SUMMER

- Check your email for offers
- Consider offers
- Select and Respond to offers
- Receive and read program materials
- Sign and return any acceptance forms by deadline
- Join the program's social media accounts or listserv
- Touch base with your references



HELPFUL TIP:

Create a "master" resume!

CREATING A RESUME

WHAT DO YOU NEED?

1

**JOB
DESCRIPTION**

2

**EDUCATIONAL
BACKGROUND**

3

**WORK
EXPERIENCE**

Importance of Relevance

+

General Guidelines

MAKING YOUR RESUME RELEVANT

KNOW THE JOB DESCRIPTION

Read the job description thoroughly. Identify the skills and experience the employer is seeking of a prospective candidate

CUSTOMIZE ANY HEADINGS

Create sections in your resume based on the job description

CONNECT YOUR EXPERIENCE

Tailor your skills and work experience to focus on the aspects the employer cares about most. It is all in the job description

BEWARE!

Applicant Tracking Systems (ATS)

HEADER

MAJOR REQUIREMENTS

-
- Name (first and last name)
 - Address or the alternative
 - Professional e-mail address
 - Phone number with professional voicemail

EDUCATION

MAJOR REQUIREMENTS

-
- Name of the school
 - Name of your degree and major
 - Date or Expected Date of Graduation
 - Optional Information
 - GPA (Generally a 3.5 or higher)
 - Study Abroad
 - Relevant Coursework
 - Academic Awards and Scholarships

EXPERIENCE

WHAT COUNTS?

-
- Part-time/Full Jobs + Internships
 - Courses + Projects + Lab Skills
 - Research + Publications + Presentations
 - Service-Learning + Volunteering
 - Student Club Leadership + Athletic Teams

EXPERIENCE

SECTION HEADINGS

-
- Business, Math, Accounting, Programming, etc. Experience
 - Community Involvement
 - Leadership and Volunteer Experience
 - Relevant Coursework
 - Research Experience

EXPERIENCE

MAJOR REQUIREMENTS

-
- List only relevant experiences in reverse chronological order (most recent first)
 - Include job titles, start and end dates, company names, city and state of company
 - State accomplishment and achievements
 - Use bullet points
 - Use action verbs



HELPFUL TIP:

Accomplishment statements should explain what you did in the position, how you did it, and the result of your action.

Action Verb + Example + Result

SAMPLE ACTION VERBS

Action Words for Your STEM Resume

Accelerated	Edited	Manufactured	Researched
Accompanied	Effectuated	Mapped	Resolved
Accomplished	Elected	Marketed	Responded
Achieved	Eliminated	Mastered	Restored
Acquired	Employed	Maximized	Restructured
Acted	Enabled	Measured	Resulted
Activated	Enacted	Mediated	Retained
Adapted	Encouraged	Mentored	Retrieved
Addressed	Endorsed	Merchandised	Revamped
Adjusted	Enforced	Merged	Revealed
Administered	Engaged	Met	Reversed
Adopted	Engineered	Migrated	Reviewed
Advocated	Enhanced	Minimized	Revised
Affected	Enriched	Modeled	Revitalized
Aided	Established	Moderated	Revolutionized
Altered	Estimated	Modernized	Rewarding
Allocated	Evaluated	Modified	Routed
Altered	Examined	Monitored	Safeguarded
Amended	Exceeded	Motivated	Salvaged
Analyzed	Excelled	Moved	Saved
Answered	Exchanged	Multiplied	Scheduled
Anticipated	Executed	Named	Screened
Applied	Expanded	Narrated	Secured
Appointed	Expedited	Negotiated	Segmented
Appraised	Explained	Noticed	Selected
Approved	Exposed	Nurtured	Separated
Arbitrated	Extended	Observed	Served
Arranged	Extracted	Obtained	Serviced
Articulated	Facilitated	Offered	Set up
Assembled	Familiarized	Offset	Settled
Assessed	Fielded	Opened	Shaped
Assigned	Figured	Operated	Shared
Assisted	Financed	Optimized	Shortened
Assured	Focused	Orchestrated	Showed
Attained	Forecasted	Ordered	Shrank
Audited	Formalized	Organized	Signed
Augmented	Formed	Oriented	Simplified
Authorized	Formulated	Originated	Sold
Automated	Fortified	Overhauled	Solicited
Awarded	Fostered	Oversaw	Solved
Balanced	Founded	Packaged	Sparked
Bought	Framed	Paid	Spearheaded
Briefed	Fulfilled	Participated	Specialized
Budgeted	Functioned	Passed	Specified
Built	Furnished	Patented	Speculated
Calculated	Gained	Patterned	Spoke
Capitalized	Gathered	Performed	Sponsored
Carried	Gauged	Persuaded	Spread
Catalogued	Generated	Phased out	Stabilized
Centralized	Governed	Pinpointed	Staffed
Chaired	Graded	Pioneered	Staged

STEM Resume Action Verbs by Function

Type Of Experience: Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied

Accomplishment: Achieved, Designed, Elected To, Established, Expanded, Improved, Pioneered, Reduced (losses), Resolved, Restored, Transformed, Executed, Generated, Implemented, Optimized, Handled

Administrative Skills: Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Oversaw, Prepared, Planned, Purchased, Supervised

Time Management Skills: Administered, Developed, Directed, Generated, Improved, Initiated, Increased, Promoted, Reduced, Consolidated

Counseling/Helping Skills: Accompanied, Adopted, Advocated, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Demonstrated, Devoted, Diagnosed, Disclosed, Educated, Affected, Enlarged, Ensured, Executed, Expanded, Expedited, Facilitated, Familiarized, Fortified, Guided, Helped, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Set up, Shared, Suggested, Supplied

Creative Skills: Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

Communication Skills: Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Recommended, Reconciled, Recruited, Rated, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke, Telephoned, Testified, Translated, Wrote

Financial Skills: Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Procured, Purchased, Researched, Sold

For a list of action verbs, visit: <https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/stem-career-guides/>

OTHER SECTIONS

OPTIONAL ADD-ONS

-
- Objective
 - Summary
 - Skills
 - Language and Proficiency
 - Technology-based or Computer Skills
 - Lab Skills
 - Certifications

Layout and Format

ASTHETICS

Appearance matters! Be consistent. Craft a resume that is neat, easy to read, and professional.

CONTENT

Tailor your resume to the position you want. Make sure it is well-organized and 100% error free.

LAYOUT

Work with a blank document. Avoid using templates as they can be difficult to edit. Send as a PDF.

LENGTH, FONT, AND ORDER

Keep to one page for students and recent grads. Use type size of 10 to 12 point. List content in reverse chronological order.

THE DON'TS

RESUME MISTAKES

-
- Include photos, birthday, SSN, marital status, sexual orientation, political affiliation or religion, etc.
 - Copy the description
 - Lie
 - Use unnecessary professional jargon
 - Use personal pronouns
 - Leave grammar/spelling errors
 - Include high school information, salary or work schedule requests or anything about references

SAMPLE APPLICATION DESCRIPTION

For a copy of this sample application description, visit:

<https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/stem-career-guides/>

Math Internship Program Description

Become an expert in financial markets while working in a dynamic, collaborative and supportive team when you join our sales, trading and research group. You'll research and find exciting opportunities for our clients, help them execute complex transactions and develop deep relationships while gaining a thorough understanding of markets through data analysis.

Sales, trading and research work collaboratively to help clients achieve their goals. The sales team is in touch with institutional clients about insights and strategic ideas that are executed by traders. All of this is informed by comprehensive research into financial markets and companies that allows us to give the best possible advice.

Working on one of our dynamic teams, your day-to-day will vary based on your team and what's going on in the markets. You will use your passion and critical thinking skills to solve real business problems, innovate new client offerings outside of our traditional products, work on complex mathematical models and cutting-edge methodologies, collaborate with our development teams using machine learning techniques, and analyze data to come up with innovative insights for clients.

You'll also write reports, build updated financial models, and support multi-billion-dollar transactions

Valued Qualities

We're looking for inquisitive, creative thinkers who can react quickly to changing markets. Our teams need a diversity of thought to be successful, so we're looking for people with different backgrounds, degrees and experiences. Those who work well in teams and can build long-term relationships with colleagues and clients do well here.

Key skills

You must have strong critical thinking and communication skills along with excellent analytical, quantitative and interpersonal skills. You'll need to be able to work independently and with our teams to produce accurate, detailed work under pressure. Interest in financial markets is a plus.

SAMPLE RESUME

For a copy of this sample resume,
visit: <https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/stem-career-guides/>

Jane Corsair

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Los Angeles, California 90025

corsair_jane@student.smc.edu
310.434.4300

EDUCATION

Santa Monica College, Santa Monica, California
Associate in Science for Transfer Degree, Mathematics
Certificate of Achievement, Marketing

To be Conferred June 2021

- GPA: 3.5
- Campus Involvement: STEM Program, Data Analysis Club, Women in Business
- Relevant Coursework:

Business: Introduction to Business, Principles of Marketing, Business Communications, Principles of Selling, Marketing Research and Consumer Behavior, Introduction to Investments

Mathematics: Statistics, Calculus Discrete Structures, Multivariable Calculus and Linear Algebra

Physical Sciences: Calculus-based General Physics and lab

SKILLS

Software Skills: Proficient: Microsoft Office Suite, Google Workspace, MailChimp, Adobe Photoshop

Math and Business: E-Commerce, Consumer Behavior, Market Research Data and Data Sources, Analyzing financial statements and reports

Social Media Platforms: Facebook, Instagram, Twitter

Languages: Mandarin – Bilingual

RELATED EXPERIENCE

Sales Associate

August 2019 – Present

Target, Los Angeles, California

- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases
- Assisted team members in handling cash registers, organizing inventory room, labeling products, unloading merchandise, and cleaning up
- Train new employees on upselling, cross-selling, and customer service techniques

RELATED COURSES

Introduction to Investments

August 2020 – December 2020

Santa Monica College, Santa Monica, California

- Developed a personal investment plan applying investment principles and strategies
- Created and appraised investment portfolios
- Analyzed financial statements and reports, incorporating methods of stock, bond, and mutual fund evaluation
- Utilized financial statements, key financial ratios, and value investing methods to evaluate the relative strength of companies and possible investment opportunities
- Created an investment pitch that included prior analysis of an industry and fundamental analysis of a company

Business Communications

February 2020 – June 2020

Santa Monica College, Santa Monica, California

- Composed a formal analytical business research report
- Planned, organized, and wrote memos, emails and reports suitable for a variety of business situations including quantitative and business legal contexts
- Analyzed appropriate usage of technological platforms of social media, business related internet writing context and web resources to solve business communication problems
- Utilized cross cultural sensitivity to audience needs and desires

LEADERSHIP AND COMMUNITY INVOLVEMENT

Math and Science Tutor

August 2020 – Present

Mar Vista Family Center, Los Angeles, California

- Conduct 1 hour individual and group math and science tutoring sessions to underrepresented students attending the local elementary schools
- Design tutoring lesson plans to include quizzes and interactive games to ensure academic growth and comprehension
- Teach students about proper study habits

ADDITIONAL HELP

For additional STEM Internships,
Career Videos, and Resources, visit

<https://www.smc.edu/student-support/career-services/career-interest-areas/stem-career-interest-area/>

PEER NAVIGATOR PROGRAM

Peer Mentoring | Workshops | For 1st Year Students

Email: peernavigator@smc.edu

Website: <https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/peer-navigator/>

CAREER SERVICES

Major and Career Exploration | Employment Resources | Workshops

Phone: (310) 434-4337

Email: careerservices@smc.edu

Website: www.smc.edu/careerservices

STEM PROGRAM AND ACADEMIC COUNSELING

Academic Counseling, | Peer Mentors | Tutoring | Workshops | STEM Club

Phone: (310) 434-3988

Email: stem@smc.edu

Website: www.smc.edu/stem

COUNSELING 12 AND 15 AND SCIENCE 10

Counseling 12 - Career Planning

Counseling 15 - Job Search Techniques

Science 10 - Principles and Practice of Scientific Research

SRI/STEM PROGRAM

Academic Support | UCLA Internship | Application Required

Phone: (310) 434-3988

Email: stem@smc.edu

Website: www.smc.edu/stem