School of Natural Sciences and Mathematics: Recommended Doctoral Student ResumeTemplate for Industry Jobs

Be concise and tailor your resume to the posted job/internship description- your resume should show why you are a good fit for the job and what the hiring manager is looking for. *(Delete all green text before sending)*

**FIRST LAST NAME**

City, State, Zip | Phone Number | email address | Customized LinkedIn URL

**SUMMARY or PROFILE [*Optional section*]**

*2-3 lines or bullets describing your fit for the role using key skills from the position description and/or pertinent technical skills/experiences, and/or pertinent soft skills*

**EDUCATION** *(if you have professional experience, move the Education section to the end of your resume)* Graduation Month & Year

**Doctor of Philosophy, *<Discipline>***

The University of Texas at Dallas, Richardson, TX **GPA** *(include if 3.0 or higher and no work experience)*

Dissertation: *(as applicable)*

Honors/Awards/Scholarships: *(if you have several honors/awards, you may want to create a separate heading)*

**Master of Science or Arts, *<Discipline>*** Graduation Month & Year

The University of Texas at Dallas, Richardson, TX **GPA** *(include if 3.0 or higher and no work experience)*

Thesis Project: *(as applicable)*

Honors/Awards/Scholarships: *(as applicable; if you have several honors/awards, you may want to create a separate heading)*

**Bachelor of Science or Arts, Major and Concentration, Minor:** Graduation Month & Year

The University of Texas at Dallas, Richardson, TX **GPA** *(include if 3.0 or higher and no work experience)*

Honors/Awards/Scholarships: *(as applicable)*

**TECHNICAL SKILLS or LABORATORY SKILLS or AREAS OF EXPERTISE** *(as applicable to your degree and skill set)*

Certifications: [Insert here- if more than one separate by semicolon]

Analysis Tools: [Insert here]

Programming: [Insert here]

Software: [Insert here]

Databases: [Insert here]

Techniques: [Insert here]

Instrumentation: [Insert here]

**PROFESSIONAL EXPERIENCE** *(may include jobs and/or internships) (for all major sections, keep or delete as applicable)*

**Position Title,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement (add more bullets as needed)

**RESEARCH EXPERIENCE** *(as applicable; if you have several publications or presentations, create a separate heading for these)*

**Position Title,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**ACADEMIC PROJECT EXPERIENCE** *(as applicable; may include personal projects if related to job)*

**Project Name,** Class Name Start Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**RELEVANT COURSES** *(relevant courses to the job description/position)*

* Course 1 (title only)
* Course 2
* Course 3
* Course 4
* Course 5
* Course 6

**WORK EXPERIENCE** *(may include jobs not specifically related to your major or career field)*

**Position Title,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**LEADERSHIP EXPERIENCE/ORGANIZATIONS/COMPETITIONS** *(Adjust this heading as appropriate. Optional: Add bullets of your accomplishments for an organization as applicable)*

**Position Title/Member,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**VOLUNTEER ACTIVITIES** *(Optional: Add bullets of your accomplishments for an organization as applicable)*

**Position Title**, Organization, Location; Start Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

*For further guidance or for a review, set up an appointment with the NSM CSC staff through Handshake.*