**Chemistry Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

Contact Information (Includes Address, Phone, and Email)

**EDUCATION:**

**Bachelor of Science in Chemistry,** Expected Graduation Month & Year

Concentration: (*Select* \**Biochemistry, Forensics, Medical Sciences, Pre-Pharmacy*\*)

Minor: (*if applicable*)

Shippensburg University, Shippensburg, PA

*Curriculum approved by the American Chemical Society*

QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education: \*Study Abroad; Honors; Relevant Coursework\***

**LABORATORY EQUIPMENT/FIELD SKILLS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(This is a great place to convey lab skills and field skills/equipment used for science majors and photography skills, technical equipment for art and communication/journalism majors)*

**Computer Skills:** *(List relevant applications, programming languages, or operating systems)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL INTERNSHIP(s)/ RELEVANT EXPERIENCE:** *(use professional, relevant, eye-catching headings)*

**Title*,*** Organization(dates involved)

City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**Relevant Projects/Research Projects:**

**Title of Project/Research**, (dates conducted)

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**CAMPUS LEADERSHIP:** (*Highlight any leadership roles or positions held)*

**Leadership Role**, Organization, dates involved

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**Other Possible Headings to Incorporate In Resume**

Military History; Campus Leadership/Involvement; Certifications; Community Service; Languages; Professional Memberships/Affiliations; Business-Related Experience; Non-Profit Experience; Publications

**Chemistry Resume Example**

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**Yasmine Doe**

Contact Information (Includes Address, Phone, and Email)

**EDUCATION:**

**Bachelor of Science in Chemistry,** Expected Graduation May 2021

Concentration: Biochemistry

Minor: Biology

Shippensburg University, Shippensburg, PA

*Curriculum approved by the American Chemical Society*

**LABORATORY EQUIPMENT/FIELD SKILLS:**

Chemical Synthesis UV-Vis Spectrometer

**PROFESSIONAL EXPERIENCE:**

**Career Ambassador*,*** Career, Mentoring, and Professional Development Center, August 2019 - Present

Shippensburg, PA

* Guided students through resume review while maintaining professional composure.
* Stationed at the front desk, received calls and email on behalf of office.
* Transcribed meeting minutes during weekly staff meetings.

**Relevant Projects/Research Projects:**

**Chemical Bonding and the Plague: Analyzing the effect of Bonding between Molecules and its Effect on Transmission**, May 2019

* Fully independent with the aid of a faculty sponsor, analyzed the bonding between major pandemics to understand how they effect transmission. Funded through John Hopkins University, travelled to CDC headquarters in Georgia for first-hand look at viruses.
* Accepted for publishing within the American Chemistry Association Journal and Presented at regional conference.

**CAMPUS LEADERSHIP:**

**President**, Chemistry Club, August 2020 - Present

* Engage with students in study sessions for chemistry related topics.
* Organized quiz bowls at Shippensburg University to bring together academic unity on campus
* Designed new tutoring methods for students in Chemistry Department.

**COMMUNITY SERVICE:**

* King’s Kettle Food Pantry (October 2017 – Present)
* Relay for Life (November 2019 – November 2020)
* SU Pride Center (August 2020 – Present)
* American Red Cross (September 2016 – Present)