



MSGC 2022 Summer Internship Webinar 2 STEM Resumes

Meredith Hecker

Angela Des Jardins

Chris Flynn

Agenda

- Why a STEM Resume
- Outlining your resume
- Tips & Tricks
- Skill Set
- Misconceptions
- Record Keeping
- Breakout Groups
- Looking Back and Forward
- Final Report Update

Why a STEM Resume

Regular Resume

- Highlights general information for any job
- Can apply to Walmart/Target/Construction
- Has your babysitting and/or general labor experience
- Skills include: cash register, resolved client issues, cleaning bathrooms, taking out trash
- High school relevant information

STEM Resume

- Highlights experience in science, technology, engineering and mathematics
- Can apply to internships, scholarships and entry level professional jobs.
- Do not include babysitting!
- Include technical skills such as: Python, C++, Matlab, statistical analysis, MS Excel, SPSS, CAD software, Mac OS, etc.

Resume or Curriculum Vitae (CV)

• Resume

- Showcases competence: relevant work history, accomplishments, etc.
- Typically concise, 1-3 pages. Specific – showcases only your most relevant experience
- Used for (practically) any job
- Can be chronological or functional

Summary

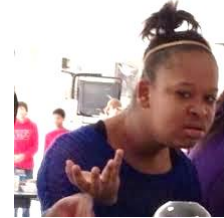
• Curriculum Vitae *(Latin – journey of my life)*

- Showcases candidate's full professional work history and experiences
- Typically, longer - detailed over a career. No page limit.
- Used for academic positions: graduate school, post-doc, teaching
- Chronological

Comprehensive

Outline Your Resume

The following should be in your resume



- Contact Information

- ✓ Use your personal email if graduating and not your school email.
- ✓ Do NOT use: one_hairy_dude@yahoo.com or sexy_bobcat69@hotmail.com
- ✓ Create a professional email: first.last@gmail.com You may need to use first.last1@outlook.com

- Educational Section

- ✓ Put, “**Expected May 202X**” for graduation.
- ✓ Should I include my GPA? Only if it’s above a 3.00. You can include your major GPA if it's higher.
- ✓ If you have awards or honors, you can include them here. Can be its own section if lengthy.

- Research Experience

- ✓ You are a MSGC Intern!

University of Montana, Missoula, MT
Montana Space Grant Consortium
Autonomous Aerial Systems Office (AASO) Paid Internship
May 2022 – August 2022

- Created...
- Designed...
- Programmed...



Outline Your Resume

You can include the following in your resume if you have something to put in that section:

- Skills and Certifications

- ✓ Software Proficiencies:
- ✓ Technical Skills:
- ✓ Languages: Conversational in Russian, Proficient in Spanish
- ✓ **Certifications: Responsible Conduct of Research (RCR) Training**

- Work Experience

- ✓ Were you a student worker in a lab during an academic year – include it
- ✓ Anything STEM related/adjacent, include.
- ✓ Any other work experience that you had to fill out an W4 for. It shows you can hold down a job.

- Relevant Coursework

- ✓ Some people put this under their education, don't exceed 2 lines
- ✓ Name of course, course acronym and number. Use content bullets to highlight technical skills, projects or labs.

Outline Your Resume

- Presentations/Publications

- ✓ If you have done ANY presentations (MSGC), put them in this section
- ✓ Hecker, M.K. (2022, Aug). *How to be an awesome Montana Space Grant Consortium Intern. Presented at Montana State University Physics Journal Club, Bozeman, MT.*
- ✓ Some students can be included on publications that stem from the research. (Talk to you mentors.) Look for the APA format to list on your resume.

- Leadership Experience

- ✓ If you were/are in a leadership role, for example: voted treasurer for a club on campus.

- Outreach or Other Relevant Experience

- ✓ Have you ever volunteer in a laboratory setting: Lego Robotics, hackatons, shadowing experience, etc.
- ✓ Volunteering for anything non-STEM related: Big Brother Big Sisters, Boys and Girls Club, races, etc.
- ✓ Don't underestimate the importance of volunteering!
- ✓ Sometimes a catch-all category: Community Involvement?

Tips and Tricks

Your name should be the most noticeable: put it as the header. It can be larger than 12 point font.

Include a mailing address and a phone number in addition to your email.

You can include professional networking or social media sites (LinkedIn).

Buzz words in the announcement – put them in your resume if they are applicable.

Start and end dates: keep track!

I like to use tables for formatting.

Write out acronyms!

Responsibility vs Achievement (quantifying)

Spelling and grammar! Have someone (Writing Center, friend, professor) look at it.

Put your accomplishments in descending order. Most recent on top. *

Including an Objective: Make it link to the position you are interested in.

Join professional organizations.

Skill Set



Technical skills: Are measurable, tangible proficiencies. They are teachable like reading, writing and using tools.



Career skills: Are personality traits and characteristics that are less quantifiable. They're rooted in behavior, attitudes and values. Often referred to as "people skills" but are much more.



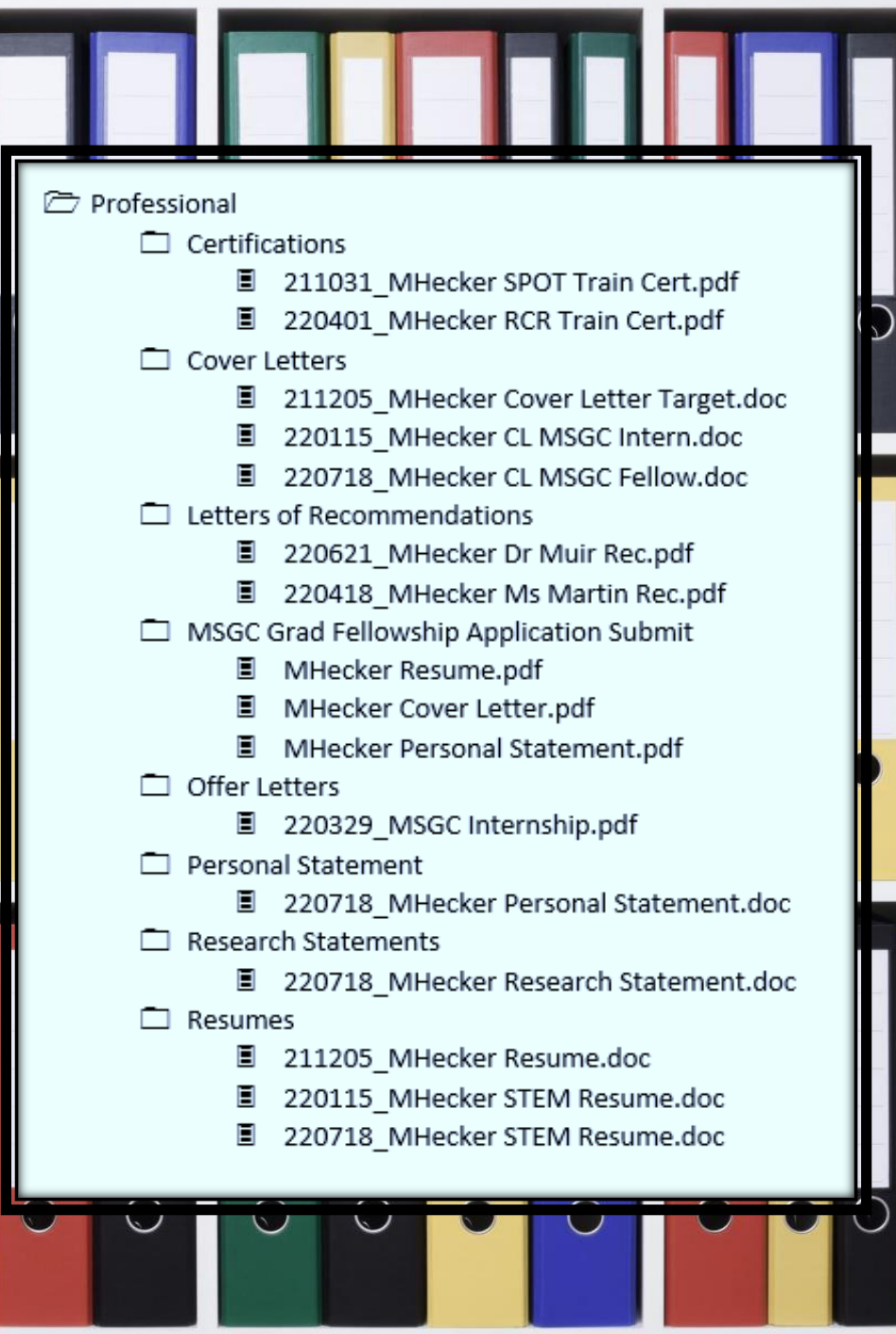
Types of career skills:

Creativity	Emotional Intelligence	Adaptability	Leadership
Time Management	Effective Listener	Organization	Problem-Solver/ Critical Thinking
Elevator speech	Respect	Flexibility	Motivation/ Work Ethic
Communication			Collaboration

Misconceptions

- One page resume
 - Wrong! Enough information to get a strong understanding of you as an applicant.
 - Not a book! USE BULLETS! No one wants to read a paragraph!
 - Any other relevant information should go in your cover letter. Career skills, discuss how you developed these in your cover letter as you talk about your background and how it fits the position.
- Resume is how they get to know who I am
 - Google yourself! See what pops up!
- There are a lot of different ways to construct a resume, don't let this webinar be the ONLY way. It can vary from discipline to discipline and person to person.





Professional

Certifications

- 211031_MHecker SPOT Train Cert.pdf
- 220401_MHecker RCR Train Cert.pdf

Cover Letters

- 211205_MHecker Cover Letter Target.doc
- 220115_MHecker CL MSGC Intern.doc
- 220718_MHecker CL MSGC Fellow.doc

Letters of Recommendations

- 220621_MHecker Dr Muir Rec.pdf
- 220418_MHecker Ms Martin Rec.pdf

MSGC Grad Fellowship Application Submit

- MHecker Resume.pdf
- MHecker Cover Letter.pdf
- MHecker Personal Statement.pdf

Offer Letters

- 220329_MSGC Internship.pdf

Personal Statement

- 220718_MHecker Personal Statement.doc

Research Statements

- 220718_MHecker Research Statement.doc

Resumes

- 211205_MHecker Resume.doc
- 220115_MHecker STEM Resume.doc
- 220718_MHecker STEM Resume.doc

Record Keeping

- Update every time "something" happens: new class (end of a semester), presentation, award, anything.
- Longer than 1 page: put on header with just your name and page numbers in the footer on the subsequent pages.
- Keep your files organized
 - Folders: Resumes, Cover Letters, Offer Letters, Certificates, Applications-Submit
 - Naming files: 220718_MHecker Resume.doc
 - 2 digit year – 2 digit month – 2 digit day (will always be in order)
 - PDF Version to submit (file, save as, **PDF**):
 - MHecker Resume.pdf
 - MHecker Coverletter.pdf
 - MHecker Personal Statement.pdf

Looking Back and Forward

We will have a few more of these webinars during the summer, here's what you can expect:

- ✓ Networking & Final Report
- ✓ STEM Resumes
 - ✓ MSGC is willing to look over your resumes if you would like! Send to msgc@montana.edu

Tentative Schedule:

- Interviewing: 8/02/22, 10am
- Graduate School Planning: 8/12/22, 11am

Update – Clarification on Final Report

- What if the project won't be done by the end of the internship?
 - Discussion: Report what you have found so far in the project.
 - report the **procedures** learned
 - **knowledge gained** with regards to the project
 - how this **knowledge can advance the project** along
 - What did you do that **worked well**, what **didn't work** like you had hoped?
 - Conclusion:
 - If you were to hand off this project to someone else, what **recommendations** would you give this person for their next steps?
 - Are there any **potential future research** that can be continued from the project?
 - Think about your **research objective** (introduction), how can you **relate the conclusion** (what you have done so far, your recommendations, and future research) **back to the objective**.

Update – Clarification on Final Report

- Significance: Finish up the report with what impact this internship has had you on and your research.
 - How has it helped you **grow as a STEM professional**? You can relate back to the skills and experiences you reported in the discussion.
 - Think about how **gaining STEM skills and your experiences** will **help you** with other aspects of developing you as a future STEM professional. Think back to the first webinar when we talked about technical and career skills.
 - Great place to discuss how the internship might have helped you develop both of these aspects: **tangible skills and people skills**.
 - For example, have you had to work on your **communication skills, how you collaborate with others interns/mentor**? Did it help you hone your critical thinking skills? If so, how? Can you give an example? Did you evolve a strategy to be an effective listener when your mentor was giving you instructions? If so, can you describe your strategy?
 - **Skill – How did you develop? (Strategy for development.)**



Thank You!

Reminder: Please take the survey,
webinars worth it?

*Record this hour towards
your research time

Questions for us?