

This document shows examples of where and how you can showcase experiences on your resume.

### ATHLETICS

#### **In Experience sections:**

##### **Varsity Captain/Basketball Athlete**

August 20XX-Present

Basketball Team, St. John's University, Collegetown, MN

- Lead team building activities, facilitate team discussions, and problem solve any concerns with coaching staff.
- Actively dedicate time to vigorous training and practices.
- Earned Johnnie Athlete of the Year, All-Conference Honors, and All-Academic Honors.

#### **Listed in Activities or Involvement section:**

##### **Campus and Community Involvement:**

Varsity Basketball Athlete/Captain, Church Volunteer, Big Brother Mentor

### CLASS PROJECTS

#### **In Experience sections:**

##### **COMPUTER SCIENCE COURSE PROJECTS:**

###### **Ratchet Handle Project, CSCI XXX class**

November 20XX

- Designed multiplayer labyrinth and puzzle game with C#
- Outsourced portions of the game to classmates via GitHub

###### **River Gauge Project, CSCI XXX class**

September 20XX

- Built a working river gauge from a culvert-mounted laser and Raspberry Pi
- Wrote software for the gauge in Python

###### **Persuasive Campaign Capstone**

January 20XX-May 20XX

Strategic Communication Campaigns, Saint John's University, Collegetown, MN

- Co-planned and designed team research project for Health Promotions, setting goals and deadlines and co-creating evaluative measures.
- Designed, conducted, and analyzed research focus group of 30 students to identify awareness, knowledge, attitudes, and behaviors regarding alcohol consumption.
- Produced informative and persuasive messages within a strategic communication campaign.

### COURSEWORK

#### **In Education section:**

##### **Bachelor of Arts**

Anticipated Graduation: May 20XX

*College of St. Benedict & St. John's University, St. Joseph, MN*

Major: Accounting, GPA: 3.53/4.00

Highlighted Coursework: Corporate Finance, Investments, Financial Modeling, Advanced Accounting, Intro to Computer Science, Business Communication, Public Speaking

## In a separate coursework section:

### Highlighted Coursework:

Corporate Finance | Investments | Financial Modeling | Advanced Accounting | Intro to Computer Science  
Business Communication | Public Speaking

### Relevant Coursework:

Microbiology

Biochemistry

Behavioral Ecology

Human Physiology

Neurobiology

Macro Chem Analysis

General Genetics

Molecular Genetics

Food Toxicology

## LABORATORY SKILLS

### Laboratory Skills:

- Purification techniques – extraction, distillation, sublimation, filtration, and recrystallization
- Chromatography techniques – silica, reversed phase, ion exchange, affinity, and size exclusion
- Analytical Techniques – Sample preparation techniques, calibration methods, statistical analysis of errors, titration (acid-base and redox), enzyme inhibition assays
- Synthetic Techniques – Moisture sensitive reactions, Green chemistry, Liposome production, Polymer synthesis, Transition metal synthesis, Florescent protein synthesis, Schlenk-line techniques, and Multi-step organic synthesis
- Instrumentation – IR, NMR (1D, 2D and various nuclei), UV-Vis, Mass spectrometry, Florescence spectroscopy, Gas chromatography, PAGE, DLS, Data acquisition systems (Microlab, Vernier systems), built a spectrophotometer, molecular modeling software (Spartan, AutoDock and Schrodinger Suite), HPLC, and GC-MS

### Laboratory Skills:

PCR

Recrystallization

Western Blotting

Micropipettes

Spectrophotometers

Extraction

Staining & Sectioning

Microscopy

Sterilization Centrifuge

Culturing

NMR Distillation

Sublimation

Dissection

## RESEARCH

### In Education section:

#### Bachelor of Arts

College of St. Benedict & St. John's University, St. Joseph, MN

Major: History, GPA: 3.53/4.00

Research Thesis: "*Eminent Domain: Property Rights v. Redevelopment*"

Anticipated Graduation: May 20XX

### In Experience sections:

#### Educational Research Intern

College of Saint Benedict, St. Joseph, MN

June 20XX - January 20XX

- Conducted independent research on behalf of the Education department for 40 hours per week for 10 weeks, contributing to a study of the impact of texts on chemistry comprehension.
- Facilitated data collection through introductory chemistry classes, utilized a survey methodology, and analyzed participant data to draw conclusive results.
- Collaborated with faculty mentors to effectively communicate findings in written and verbal formats for real world application.
- Presented research at CSB/SJU Celebrating Scholarship and Creativity Day – a campus wide research colloquium.

## STUDY ABROAD

### **In Education section:**

#### **Bachelor of Arts**

Anticipated Graduation: May 20XX

*College of St. Benedict & St. John's University, St. Joseph, MN*

Major: Communication, GPA: 3.65/4.00

Study Abroad: Port Elizabeth, South Africa | Spring 20XX

**or**

#### **Semester Study Abroad**

August 20XX-December 20XX

University of Salzburg-Salzburg, Austria

- Adapted to culturally diverse environments, utilizing preparation and communication skills which resulted in successful cultural immersion.
- Collaborated with 15 peers through strategic planning and coordination efforts to visit seven countries.
- Demonstrated critical-thinking and planning skills through independent travel by bus and train.

### **In Experience sections:**

#### **South Africa Study Abroad**

January 20XX - May 20XX

*Nelson Mandela Metropolitan University, Port Elizabeth, South Africa*

- Immersed into new culture and developed relationships with fellow students abroad and community members.
- Engaged in an international teaching experience with 30 students at the Pendla Primary School.
- Worked towards the social and educational independence of students through leadership, project management, and advocacy.

### **Highlighting study abroad internship:**

#### **International Development Intern**

September 20XX – December 20XX

*ABC Organization, London, England*

- Researched and published biweekly blogs to educate readers on European debt crisis.
- Initiated and improved the donation tracking system recognizing recurring donors.
- Communicated effectively with donors to enhance relationships and garner contributions.

## STUDENT EMPLOYMENT

### **In Experience sections:**

#### **Career Ambassador**

September 20XX-May 20XX

*Experience and Professional Development, College of Saint Benedict, St. Joseph, MN*

- Assisted students individually and in groups with career research and exploration activities.
- Provided students with information and decision-making strategies related to majors and careers.
- Professionally communicated with alumni while planning and coordinating logistics for events.
- Demonstrated attention to detail while helping students with resumes, cover letters, and interviewing.

## TECHNOLOGY SKILLS

### **In a separate technology section:**

#### **Technology Skills:**

Microsoft Office (Outlook, Word, Publisher, PowerPoint, Excel, Teams), Adobe Photoshop, Zoom, Python, Java, Eclipse, Git, Jupyter Notebooks, Haskell, SQL, C, MATLAB, IntelliJ, Linux

**Included in bullet points in Experience sections:**

**Software Development Intern**

May 20XX-August 20XX

Dev10, Minneapolis, MN

- Assisted 10 developers in designing and implementing solutions for back-end applications.
- Utilized MATLAB and Python to compute, program, and graphically visualize company data.
- Facilitated weekly meetings with project teams to drive decision making for application development.
- Accurately managed daily data entry in Microsoft Xcel and created charts and graphs to present findings.

**VOLUNTEER and SERVICE**

**In Experience sections:**

**Special Olympics Coach**

January 20XX-Present

*ABC Organization, Sartell, MN*

- Teach individualized bowling skills weekly to 15 individuals with developmental disabilities.
- Coach and encourage participants ages 10 to 17 as they develop social and recreational skills.

**Feed My Starving Children Volunteer**

September 20XX-December 20XX

*Coon Rapids, MN*

- Worked as part of a team to efficiently package hundreds of meals that will be distributed to domestic and international locations for underprivileged communities.
- Demonstrated collaboration skills working with 150 peers in a fast-paced environment.

**Listed in Activities or Involvement section:**

**Campus and Community Involvement:**

Special Olympics Coach, Feed My Starving Children Volunteer

**Experience Hub**

Experience & Professional Development (XPD)

Clemens Library, (320) 363-5707

Hours: Monday-Friday 8:30 am – 4:30 pm

[www.csbsju.edu/xpd](http://www.csbsju.edu/xpd)