PhD/Masters Resume Guide

Strategy

What's the most important compelling way I can show an employer what they want?

1. Focus on performance and results.
2. Directly highlight qualifications requested in the job posting.
3. Use keywords form the posting to show "fit".

Cheryl Chemistry, PhD

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Industry recruiters want quick, relevant, information up top and details to follow. Be sure to move your essential qualifications and experience to the top.

QUALIFICATIONS

- Experienced researcher with 4 years working in Analytical Chemistry labs and over 12 years of experience teaching science-based courses
- focused on Environmental Chemistry topics including emerging contanimants, micropollutants, water treatment, remediation and water use efficiency; familiar with NEPA
- Supervised team members, mentioned new teachers and worked collaboratively with department heads
- Trained in project management principles, cnensus building, and effective communication
- Lab budget managment of $12k per year; monitored grant expenditures and ensured compliance with grant guidelines

LABORATORY EXPERTISE

Showcase your skills as they directly relate to the position.

- Extensive lboratory instrumentation work including GC/FID, GC/MS, GC/MS-MS, LC/MS-TOF, HPLC, SEM and IC
- Proficiency with Liquid & Gas Chromatography, Mass Spectrometry, GC/EDC, TOC, BET Surface Area Analysis, Power X-Ray Diffraction, UV/Vis Spectroscopy, and Cyclic Voltammetry
- Expereince with method development, troubleshooting of analytical instruments, and best lab practices regarding documentation and QA/QC protocol
- Familiar with EPA and NEL:AP requirments for laboratory QA/QC practices & MD/LO! determination
- Utilization of Excel, Sigma Plot and Igor for data analysis and interpretation
- Extensive experience crafting Standard Operating Procedures in compliance with ISO14001 regulations and Globally Harmonized System for HazCom, as well as compliance audits and corrective action plans when needed

RELATED EXPERIENCE

Graduate Research Assistant, Pl Ann Smith and Jane Patterson — 20XX - Present
Colorado State University, Fort Collins CO
Research focuses on Emerging Envrironmental Contanimants and Treatment Technologies

Include Research goals/purpose, Actions taken, and results in descriptions.

- Work Independently and as part of a team to complete project goals on time and within budget for developing an effective treatment technology for 1,4-dioxane in groundwater as per grant guidelines
- Construct bench-scale electrolytic column reactors with TiO2 catalyst to successfully treat presistent aqueous emerging contaminants such as 1,4-dioxane and pharmacueticals like lamotigine; successful lab studies have led to field scale reactors treating 1,4-dioxane in the Netherlands spring of 2015
- PhD Dissertation utilizes analytical and solid state chemistryinstrumentation to optimize electrolytic treatment system, characterise TiO2 catalyst properties, and elucidate novel mechanism
- Supervise 5 undergrduate students

Internship - Natural Resource and Ecology Lab — Apr 20XX - Jan 20XX
Colorado State University, Fort Collins CO

- Investigated silica-based phytoliths as biological tracers of hydrological flow paths
- Performed environmental sampling at field site locations in Costa Rican rain forsest, followed by analyte extraction and analysis

Teacher - Chemistry, AP Environmental Science & Physics — Aug 20XX - May 20XX
Poudre High School, Fort Collins, Colorado

Items on page 2 may provide support to items mentioned on page 1. Qualifications and expertise areas.

Tailor your resume for each position to improve chances of being selected for an interview

Part-time Contract Scientist Aug 20XX - Present
City of Fort Collins, Water Treatment Division, Fort Collins CO

- Review and revise - 100 water treatment operations and process control lab SOP's to align with requirements of the ISO 14001 environmental management system and Globally Harmonized System for HazCom
- Chair a team to update chemical inventory, SDS documents, and chemical labels to comply with Globally Harmonized System requirements (OSHA HazCom Standard Final Rule 2012)
- Implement corrective action plans to employ best practices in treated waste water management, chlorine leak emergency procedures, and proper handling and disposal for chemical spills and excess chemical residuals for six hazardous substances commonly used at water treatement facility

EDUCATION AND TRAINING

PhD - Analytical Chemistry/Environmental Focus (emerging contaminants research) May 20XX
Colorado State University, Fort Collins, Colorado

Bachelor of Science - Biochemistry, Psychology Minor, cum laude May 20XX
University of California, Davis, California

Teaching Certifications in Life Science and Physical Science, summa cum laude Oct 20XX
California State University, Sacramento, California

Professional Certification in Project Management for Environemtnal Scientists Jan 20XX

PROFESSIONAL MEMBERSHIPS

National Honor Society, American Chemical Society, Wilderness Society, American Water Works Association, WateReuse Assn., Sustainable Remediation Forum, National Groundwater Assn., Idea Wild.

AWARDS AND GRANTS

- ASC Environmental Chemistry Graduate Student Award 20XX in recognition of scholarship, research productivity and potential for high impact in environmental chemistry
- Recipient of five years of funding ($150,000) from DuPont for graduate research to investigate innovative treatment technologies for persistent organic pollutants
- Chemistry teacher recipient of National Science Foundation's STEM/GK-12 fellowship ($8000 over 2 years) collaborating with Colorado State University to make graduate level research accessible and engaging to high school students
- Personally awarded grant funding from GO3 Foundation: Ozone Monitoring Grant ($4500) and Whole Foods Grant ($3700) for environmental projects

SELECTED PRESENTATIONS AND PUBLICATIONS

Chemistry, C.; Smith, A. Electrolytic degradation of 1,4-dioxane catalyzed by titanium dioxide pellets in the absence of light. In preparation.

Chemistry, C.; Smith, A.; Knowles, F. Integrating groundwater conservation and reuse into remediation projects. *Remediation Journal.* Spring 20XX. DOI: 10.1002/rem.21389

Chemistry, C.; Patterson, J. "Electrolytic degradation of 1,4-dioxane catalyzed by titanium dioxide pellets." March 16-19, 20XX. Dallas, Texas. Presented at Conference of the American Chemical Society.

Chemistry, C.; Smith, A.; Patterson, J. "Non-aqueous media technologies for treatment (desorption and degradation) of hydrophobic contaminants such as PCBs". June 12-14, 20XX. Guelph, Ontaria Canada. Presented at University Consortium for Field-focused Groundwater Contamination Research.

Name & page numbers should appear on documents longer than one page

How To

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