

SCIENCE Fields

Resume, Application Letter & References – Entry-Level Positions

For each application, revise the structure, headings and content to highlight your relevant strengths (e.g., skills).

Job Scam Protection: Concerned? Note only your cell number, email address and/or LinkedIn invitation.

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Highly-motivated, diligent and hardworking ___-year Geology student seeking position as _____. Fieldwork experience in remote, rugged terrain. Commended for teamwork and _____. Personable, quick learner and _____. Recipient of award for _____. Keen to apply and continue developing specialized knowledge and skills in geological areas including:

Structural Geology, Mineral Exploration, Remote Fieldwork, Lab and Data Analysis, Technical Reports, Indigenous Perspectives, Intercultural Teams, _____

Relevant Knowledge, Skills & Experience

Keyword Summary: Applicant tracking systems (ATS) filter by keywords. Highlight your related strengths using keywords from the job posting.

Geological

- Applied geological facts and principles of _____ to find mineral deposits and petroleum pools
- Analyzed _____ and proposed the sustainable development of _____ (course report): *Title*
- Correlated well data, sequence boundaries, lithofacies and organofacies to _____
- Ability to _____
- *Related courses:* Mineralogy II, Environmental Geology, Applied Exploration Geophysics, _____

Fieldwork

- *Geology Fieldwork Camp I:* Collaborated on a team to map an area of sedimentary rocks; performed exploration activities including core sampling and analysis to evaluate _____
- Operated survey equipment (e.g., levels, Total Stations, GPS) to _____
- Logged and described core samples (e.g., basalt, conglomerate, _____)
- Demonstrated strength and stamina for lifting core boxes (up to ___ kgs), working long hours, and living in harsh environments (e.g., northern Saskatchewan)

Lab

Fieldwork? Note related skills and work ethic acquired through related work (e.g., farming, labour, construction).

- Conducted petrophysical log interpretation and analysis (e.g., K_{r0} , S_{wirf})
- Analyzed core samples, drill cuttings and rock samples to identify _____
- Performed biochemical analyses of water and soil to measure _____
- *Related courses:* Environmental Geology, Geochemistry, Applied Exploration Geophysics, _____

Titles of relevant courses.

Research, Data Analysis & Technical Writing

- *Honours Thesis Title:* (in progress): Independently developing a research project on _____
- Utilized specialized software (e.g., ArcMap, GeoScout) to _____
- Conducted statistical analyses of _____ and wrote technical reports (coursework). Example: *Title*
- *Related courses:* Elementary Statistics for Applications, _____

Teamwork, Communication & General Transferable Skills

- Respectfully collaborated on intercultural teams and _____
- Effectively manage time to complete multiples tasks on time (balance academic and team demands)
- Enthusiastic, quick learner with aptitude for logical, creative and independent thinking
- *Languages:* English, Cree, French (intermediate)

Education

Option: Present Education at the top or bottom the page.

Bachelor of Science Honours – Geology

University of Regina, Regina, SK

20XX – present
(completion April 20XX)

Scholarships & Awards

Other Heading: Honours & Awards

R.L. Milner Memorial Award, SK Geological Society (top undergraduate student)

20XX

Indspire Scholarship, University of Regina

20XX

Certificates & Licenses

WHMIS, Lab Safety, First Aid, Class 5 Driver's License (SK)

Customize Each Resume: Closely analyze requirements of the job posting. Sort them into categories and name (headings). Use keywords from the posting to describe your related knowledge, skills, attitudes and experience. Note some supporting details, statistics and results from academic, employment and volunteer experience (e.g., title of a report, presentation or lab).

Margins: 1" (2.54 cm) margins all around.

Other Headings: Work Experience, Related Experience

Note Results: When possible, include some statistics, details and examples.

Relevant Experience

Geological Field Assistant

May – Aug. 20XX

Terrain Services, Regina, SK

(summer)

- Assisted research team with lithological and structural mapping high-grade terrain (Wollaston Domain)
- Utilized field equipment (e.g., ____, ____) to _____
- Collaborated on an intercultural team to collect samples, _____ and _____
- Demonstrated perseverance for living and working in challenging environments and conditions

Verb Tense: Use past tense to describe past work.

Landscape Assistant

Apr. – Aug. 20XX

Garden & Parks Inc., Regina, SK

(part-time)

- As crew member, efficiently completed various tasks for maintaining parks and residential gardens
- Spread top soil, and planted shrubs, trees and bedding plants
- Safely operated and maintained equipment and tools (e.g., mowers, tractors, sod cutters, saws)

Farm Hand

20XX

Wesley Farm, Petitville, SK

(summer)

- Operated heavy equipment for sowing and harvesting wheat, canola and soy crops (____ acres)
- Attended to safety when operating farm equipment and tools (e.g., seeder, combine, tractor, saws)
- Commended by owner for strong work ethic, team work, problem solving

Optional Section: If you use "Relevant Experience" above, include a section on "Other Experience."

Other Work Experience

- Customer Service Representative (part-time), Sporting Goods Store, Regina, SK Sept.- Apr. 20XX
- Fitness Instructor (casual), Fitness for All, Pleasanthill, SK June 20XX – Aug. 20XX

Memberships & Activities

Many employers review this section for examples of valued skills and attitudes.

Memberships

- D.M. Kent Club of Geology, University of Regina 20XX – present
- Nature Saskatchewan 20XX – present

Volunteer

- U of R Student Ambassador, University of Regina 20XX – present
- Coach, Youth Lacrosse Team, Community League, Regina 20XX – present
- National First Nations and Inuit Youth Science Camp Summer 20XX

Interests

- Intramural volleyball and basketball, University of Regina 20XX – present
- Outdoors activities: canoeing, wilderness camping, hiking (e.g., West Coast Trail, Kootenays)
- Jogging, reading, travel, languages, _____

Option: References & Portfolio

References

Available upon request.

When do you provide your Reference List? When in doubt, ask the employer. Many require references only when considering you for an interview. Bring copies of your Resume and Reference List to interviews. Include at least two supervisory references.

Follow up on applications (phone call or email). Check if your application has been received and ask to speak with someone about it. Briefly highlight your related interests, strengths and experience. Ask when they would like your Reference List.