

Instructions and Template for Freshman Resume

Document size: 1 page

Font size: name should be 13-15 points, the rest of the text: 11-12 points

Font type: generic fonts like Times New Roman are used in most manuscripts, so to stand out the following fonts are suggested: Garamond, Gill Sans, Cambria, Calibri, Constantina, Lato, Didot, Helvetica, Georgia, Avenir

<https://designschool.canva.com/blog/resume-fonts/>

Fonts NOT to use: Times New Roman, Futura, Arial, Courier, Brush Script, Comic Sans, Century Gothic, Papyrus, Impact, Trajan Pro. Note, using gothic and dramatic fonts can distract from the essence of the document and be counterproductive, since the document should look professional and not artistic for an aspiring scientist.

Bold and capitalization: The focus of the resume should be on institution name, title. Do not bold city/state, years, and position titles. Do NOT use italic in the document, except for binomial names of species which should be typeset in italics.

Tab stops: to perfectly align city/state or dates use Microsoft Word “tab stops”

<https://support.office.com/en-us/article/Set-clear-or-remove-tab-stops-06969e0f-2c81-4fe0-8df5-88f18087a8e0?ui=en-US&rs=en-US&ad=US>

Chronology: education and experiences should be listed chronologically. In the interest of space, experience will not be subdivided into work and research experiences. List most recent experience first and move on to older experiences.

Margins and space: use normal margins, use succinct explanation for research/internship activities and having “white space” helps your readers NOT to be overwhelmed.

Contact information: use Harvard College PO box address. Note, during the senior year when you will be applying to graduate schools or jobs, use permanent address, since you will be no longer at Harvard after graduation. Make sure you list correct and most recent telephone number and email. Most faculty contact students via email.

High school information: freshmen are encouraged to list high school experiences: research, work, shadowing, summer science programs and internships, awards, extracurricular activities (especially those in science, math and medical fields). However, student resume being a dynamic document over time will be modified, and high school activities and experiences will be replaced by Harvard College experiences and academic scholarship. Do not list SAT scores, just GPA.

Experience section: Items to include under experience: research, work, internships, shadowing, summer programs, volunteer work relevant to science, medicine, math, education, travel abroad/volunteer work, study abroad.

Resume review: make appointment with Undergraduate Research Advisor [Dr. Anna Babakhanyan](#) to review your science resume and advise on interviews.

Annie Huang

Harvard University, PO Box 20456, Cambridge, MA 02138
(408) 305-2261 | anniehuang@college.harvard.edu

Education

HARVARD UNIVERSITY

Cambridge, MA

A.B. Honors Degree Candidate in Molecular and Cellular Biology

Expected May, 2020

Relevant Coursework: Life Sciences 1a (Introduction to the Life Sciences, Chemistry, Molecular Biology, and Cell Biology), Physical Sciences 11 (Foundations and Frontiers of Modern Chemistry: A Molecular and Global Perspective), Freshman Seminar in Medical Ethics

BROOKLYN TECHNICAL HIGH SCHOOL

Brooklyn, NY

Major: Biological Sciences, GPA: 4.0

May, 2016

Excellence in Science and Mathematics Award, Limb Girdle Muscular Dystrophy Awareness

Scholarship Recipient, Milton Fisher Scholarship for Innovation and Creativity Recipient

Two-year captain of the Varsity Cross Country, Indoor, and Outdoor Track and Field Team

Experience

BROOKLYN COLLEGE

Brooklyn, NY

Research Intern

03/2014 – 08/2016

- Synthesized and tested in vitro novel antibiotics effective against *Mycobacterium tuberculosis* using combinatorial chemistry approach
- Co-authored a manuscript (in preparation) to be submitted to the Journal of Infectious Diseases

HEALTH FIRST PHARMACY

New York, NY

Pharmacist Assistant

6/2012-8/2013

- Counted pills to fill out orders, swept and vacuumed every week before closing time, scanned medicine
- Monitored cash register and medicine pick-up center

Skills

Laboratory: DNA isolation, PCR, gel electrophoresis, paper and column chromatography, dissection, nuclear magnetic resonance spectroscopy (NMR), evaluating drug-human serum albumin (HSA) binding, graphing HSA trend, solubility tests, running HSA and IR, using the glove box for air-sensitive compounds, filtration with celite, performing 2-3 step syntheses under the hood with and without nitrogen.

Other: Microsoft Office, Python (beginner), Teochew (fluent)

Extracurricular Activities

Harvard club soccer, Harvard Big-sister, big-brother

Interests: play cello, hockey