

Instructions and Template for Sophomore 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: sophomores are encouraged to include primarily Harvard College experiences: research, work, shadowing, summer science programs and internships, awards, extracurricular activities (especially those in science, math and medical fields). Information on high school scholastic and science awards should be kept to the minimum (3-5 listed under school name, in EDUCATION section). Do not include leadership positions from high school. 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.

Marie Fortune

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Education

HARVARD UNIVERSITY

Cambridge, MA

A.B. Degree in Human and Evolutionary Biology

Expected May, 2019

Relevant Coursework: Life Sciences 1a (Introduction to the LifeSciences, 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

PUNAHOU HIGH SCHOOL

Honolulu, HI

GPA: 4.0 Valedictorian in a class of 150.

May, 2019

Cancer Foundation scholarship, Emerging Infectious Diseases International Competition 2nd place, Presidential Award to STEM Minority Scholars 2014

Experience

MASSACHUSETTS GENERAL HOSPITAL

Boston, MA

Digestive Diseases Summer Researcher, Dr. Skeynikov laboratory

06/2016 –08/2016

- Screened plasma samples from 50 patients with inflammatory bowel disease for G6DPXX biomarker levels and compared to that of healthy population
- Performed multivariable regression analysis using STATA 13
- Co-author on the manuscript in preparation

UNIVERSITY OF HAWAII

Honolulu, HI

Research Intern

06/2015 –08/2015

- Screen small molecule compound library for anti-malarials effective against blood-stage *Plasmodium falciparum* infection
- Contributed to the review paper on drug resistance and malaria

KAPIOLANI HOSPITAL

Honolulu, HI

Volunteer

06/2014-08/2014

- Shadowed pediatrician and heart surgeon
- Provided guidance to patients, performed daily administrative duty, entered medical record information into patient database

Skills

Laboratory: DNA isolation, PCR, gel electrophoresis, paper and column chromatography, dissection, malaria parasite cultures, sorbitol synchronization of malaria parasite, MACS magnetic isolation of malaria-infected erythrocytes

Other: Microsoft Office, R program (beginner), Russian (conversational)

Extracurricular Activities

Harvard dance company, Harvard College Undergraduate Research Association

Interests: play piano, sing in church choir