**Physics Resume Template**

Career Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ career.ship.edu ∙ 717-477-1484

**Name**

**Contact Information** (Address, Email, and Phone)

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Science in Physics,** ExpectedGraduation, Month, Year

Concentration: (Select \* Advanced Physics OR Computational Physics\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

GPA: (list if noteworthy; 3.0+)

 **Possible Subheadings under Education: \***Study Abroad; Honors; Relevant Coursework\*

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RELEVANT EXPERIENCE**

**Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Research,** dates

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**Campus Leadership/Involvement**

**Leadership Role,** Organization(dates)

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Public Relations Experience

**Physics Resume Example**

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**Sarah Jane**

**Contact Information** (123 Read Street, Shippensburg 17257, 123-456-7890, username@emaildomain.com)

**EDUCATION**

**Bachelor of Science in Physics,** expected May 2021

Concentration: Computational Physics

Minor: Computer Science

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

**PROFESSIONAL INTERNSHIPS**

**CACI/LGS Labs,** May 2020 – August 2020

Florham Park, NJ

* Conducted channel modeling to determine plant capability and made recommendations for wireless communication
* Implemented waveform prototype for Sensing and Communications Department alongside interns
* Commended by supervisor for completing projects 3 weeks ahead of schedule

**Institute for Defense Analyses,** May 2019 – August 2019

Alexandria, VA

* Collaborated with a senior manufacturing engineer in projects surrounding
* Identification of Friend or Foe (IFF) technology UPX -40 and UPX-43 Radar
* Created sketches for parts using AutoDesk AutoCAD software
* Spent time on board cell production line soldering and inspecting PC boards for production

**RELEVANT EXPERIENCE**

**Student Ambassador**, SU Admissions November, 2018 - PresentShippensburg, PA

* Facilitate tours of campus to groups of 20
* During COVID-19, engaged in virtual tour options for those with preexisting conditions
* Represented university when facing public
* Answered any and all questions in a professional manner

**Bridges Peer Educator,** SU Office of Multicultural Student Affairs, November 2018 – Present

Shippensburg, PA

* Facilitated conversations of race and privilege to first-year students in classroom setting.
* Programmed and designed lessons on wealth inequality and historical evidence of racism for young adults.

**Writing Tutor,** English Department, November 2018 – Present

Shippensburg, PA

* Supported students in the writing process for academic projects