

UO SACNAS (Society for Advancement of Chicanos/Hispanics and Native Americans in Science)

General Meeting

21 February 2018

Start: 7:00 PM End: 8:00 PM

Minutes:

- I. Introductions
 - a. Guest speaker: Bart Kassel, UO Career Center
- II. Notes from the presentation
 - a. Be very clear what the job posting is asking for. Tailoring your resume to the exact job description (including even echoing some of its "keywords": e.g., teamwork, collaboration, leadership, reliability, etc.) is a good idea.
 - b. What parts of your background and experience fit the broad requirements of the job? Make sure to tell the employer what skills you learned from them, not just what you did. 2-3 bullet points for each experience you list is plenty.
 - c. Language can be important. Use direct, precise action verbs rather than vague, long phrases, and quantify where appropriate (e.g., "tutored 15 General Chemistry students 3 hours per week for 3 years")
 - d. Remember that employers often spend only 7-10 seconds looking at a resume! Help guide their eyes to the most important items. You're usually trying to get an interview with the resume, so more details can come out at the interview.
 - e. Don't try to stretch things beyond their relevance just to fill space (i.e., listing every single computer program or every piece of lab equipment you know how to use). Pick the ones that require a significant amount of effort and expertise, or the ones the employer specifically requires--those are the ones that will help you stand out.
 - f. Don't downplay work outside of your STEM area, either--tell the employer what broader skills they taught you. E.g., maybe being a line cook taught you valuable

teamwork skills and responsibility, or volunteering with a community acting group taught you how to design and carry out complex, long-term goals.

- g. If you have publications or presentations to include, and it appears appropriate for the job, definitely consider including them.

Note: If you have more questions, feel free to make an appointment with UO's Career Center!

SACNAS may hold an "advanced" resume workshop in the spring, with a UO STEM staff member who regularly places students into STEM internships and can speak to the typical resume tips and tricks for STEM industrial jobs. Stay tuned!