

# INCLUDING RESEARCH ON YOUR RESUME

**RESEARCH** experience, both at undergraduate and graduate level, is an educational activity valued by employers and should be showcased on your resume. It provides a snapshot of skills and knowledge you have gained, and should be included in your resume regardless whether it was paid or unpaid.

## Where to put your research experience

Research experience can go in many places on your resume, such as:

- Academic Accomplishments
- Research Experience
- Work Experience/Employment
- Volunteer Work
- Laboratory Experience
- Presentations and Publications

It all depends on the context of your resume writing. If you are applying for a research position, your resume needs to have a research section; if you are applying for a graphic design position and want to highlight your experience as an added skill for market research, it will go under work experience. Below is a general rule of thumb for deciding where to put your research experience.

If Research is ....	List it under ....
Paid	Work Experience
Unpaid	Professional/ Relevant Experience
Presented	Presentations and Publications

Not sure where to put it? **Meet with a career coach!** We can help you maximize featuring your research experiences on your resume.



## How to include your research experience

When highlighting research in your resume or cover letter, be sure to use the **WHO Method** to highlight specific skills that (1) are relevant for the industry (technical skills) and (2) demonstrate your ability to work with others (soft skills)

The WHO Method is a framework used to create strong bullet points, also known as "value points." Most employers can look at job titles on your resume and accurately guess **WHAT** you did. What excites employers is to know **HOW** you completed the work and the **OUTCOMES** or results of that work. To develop bullet points using the WHO Method, choose a task from your experience then consider:

**W = WHAT** did you do (tasks/projects)?

**H = HOW** did you do the work (skills, strategies, methods, tools, strategies)?

**O = OUTCOMES** associated with the work (results, contribution, intention, scope)

## Examples

### Senior Research Project, Microbial Genetic Transfer, Department of Biology, Columbus State University, January-May 2023

- Examined the transfer of LacZ operon from E.coli into H.influenzae ( **← WHAT you did**) by using various DNA tests and techniques ( **← HOW you did it**)
- Led a team of five to organize research procedures, manage communication, and structure the writing process (**HOW you did it**)
- Competitively selected to present at the CSU Undergraduate Research Conference, Tower Day. (**Outcome**)



Show, Don't Tell -- Describe your experiences with concrete details, so that the employers can "see" your skills in action. Quantify information when possible.

### Undergraduate Research Assistant, Department of Chemistry, Columbus State University, August 2021-December 2023

- Worked independently and as part of a team of four to analyze nanoscale energy and electron transfer in synthesized monolayer
- Organized laboratory notebook by collaborating with three other research assistants; scheduled regular team meetings and facilitated communication among the assistants
- Presented research findings to an audience of 30 students and three chemistry professors every semester



When describing HOW you did your work, highlight both hard skills (technical skills specific to your field) and soft skills (how you work with others -- communication, collaboration, problem-solving, teamwork, organization)

### Graduate Intern, Water Treatment Division, Columbus Consolidated Government, May 2021-November 2021

- Reviewed and revised ~100 water treatment operations and process control lab SOP's to align with requirement of ISO14001 environmental management system and Globally Harmonized System for HazCom
- Chaired a team to update chemical inventory, DSD documents and chemical labels to comply with Globally Harmonized System requirements (OSHA HazCom Standard Final Rule 2020)
- Implemented corrective actions plans to employ best practices in treated waste water management, chlorine leak emergency procedures, and proper handling and disposal for chemical spills and excess chemical residual for six hazardous substances commonly used at water treatment facilities



Use the verbs and key words mentioned in the job description to highlight the skills you gained through your research experiences

## Do's and Don'ts

Don't	Do
Student Assistant	Student Lab Assistant (10hrs/wk)
Washed dishes and made solutions	Washed dishes and made solutions for 10-person laboratory
Took care of plants	Responsible for well-being of 100 seedling samples
Entered Data	Entered data for a study involving 200 patients
Transcribed interviews	Transcribed and coded 300 interviews using a coding system over 90 options

Information adapted from: University of Missouri and Northern Arizona University