

# TIMESTEP

## Resume Overview

[Please start with this survey](#)



# Resume vs CV

A **resume** is a short, 1 page document that is a summary of all your education and work history. It is somewhat universal and is used for most job applications outside of academia.

A **CV** is an academia-specific comprehensive list of publications, conferences/presentations, research, grants, teaching and more. This can be a much longer document meant to show a detailed history

# What can you do with a degree in Astronomy and Physics

## In Industry/Tech:

- Data Science
- Data Analysis
- Software Development
- Instrumentation (helps if you already have lab skills)

**Sectors:** Literally anything that deals with data (from Green Energy, to the Travel industry, to Finance, to Defense)

**Strengths** (there are many - but specific to highlight e.g. over engineering ) :

- Creative/out of the box Problem Solving ,
- Strong Physics Foundation - you ask WHY

# Tech Resume Template



# Action + Project/Problem + Result

## ***Action + Problem/Project + Result***

**Step 1:** Choose a strong action verb to describe your work. Use present tense when describing current experiences and past tense for previous experiences. Need help finding the right verb? This [list from the Muse](#) offers many suggestions.

**Step 2:** Clearly and concisely state the project or problem you worked on.

**Step 3:** Describe the results achieved, quantifying results (using numbers) when possible.

Examples:

## ***Action + Problem/Project + Result***

Rectified + invalid data set from system + allowing results to be accurate and valid for conference presentation

## ***Action + Problem/Project + Result***

Implemented + two fundraising events for Campus Food Pantry + raising more than \$2,000 and significantly improving campus awareness of food insecurity

# Resume Examples

# Cover Letters

Goals are:

- To convince the employer that you have the experience they need. This needs to be a direct response to the job description.
- To convey something about yourself - personality/fit with the company

[Cover Letter Example](#)

# Where to find a job

Getting a job in industry often comes down to networks.

Create a LinkedIn profile, Join the TIMESTEP LinkedIn Group.

**LinkedIn** is a social media site where you can design an online resume and connect with others to network as well as search jobs. Use your resume as a template but think about your audience and what you want searchable.

Create a UA Handshake profile

[Upload your resume](#) on Handshake

[How to build your Handshake profile](#) from your resume



# UA Career Support

## Get Your Resume Reviewed:

College of Science Career Center- [resources and appointments](#)

**Alex Kimura**- Career Coach

Earth, Physical, & Space Sciences; Mathematics & Computational Sciences

[akimura@arizona.edu](mailto:akimura@arizona.edu)

Student Engagement & Career Development- [get your documents reviewed](#)

SECD Resources: <https://career.arizona.edu/>

**STEM Career Fair:** <https://career.arizona.edu/channels/careerdays/>

Feb 19th 11-3 (Bring your Resume)

# TIMESTEP Summer Tech Internship

There are loads of information [on our website](#) to help you prepare your application!

Guidelines:

1. Do NOT rush to apply
2. Work diligently on your resume
3. Write your cover letter
4. Apply on time

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# Resumé Workshops

**PREPARE YOUR RESUME TO APPLY FOR THE TIMESTEP SUMMER TECH INTERNSHIP PROGRAM OR OTHER INTERNSHIPS OR JOB POSITIONS.**

**Resumé Writing Introduction**  
**Dr. Gurtina Besla**  
**Wed, Feb 12<sup>th</sup> ☆ 5 – 6:30 pm**  
**Steward N305**

Everybody should have a well-designed resumé. This is a must if you plan to apply for internships or jobs! We will walk you through the resume format and how to translate your achievements into concise and effective points that will get the attention of employers. You will be provided with templates and examples so you can effectively craft your own resume.

**Resumé Review Workshop**  
**& Interview Preparation**  
**Wed, Feb 26<sup>th</sup> ☆ 5 – 6:30 pm on Zoom**  
**Required: Sign up in advance**

Hear from industry leaders about the process of applying for jobs and internships. Get tips on how to best present yourself on your resumé and in interviews. This workshop provides 1:1 time with an industry professional who will give you feedback on your resume. You must have your resumé ready in a Google doc for review and editing.



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## **SPECIAL 2-IN-1 SESSION!**

**FRIDAY, FEB 21 • 2:15 - 3:45 PM**  
**BARTLETT ACADEMIC SUCCESS**  
**CENTER (BASC), ROOM 316**

### **U of A Space Grant Undergraduate Internships**

Program Manager Michelle Coe will join us to provide details on the application process and internship experience.

*Intern applications for the 2025-26 academic year will be open from **April 1 - May 25, 2025.***

The goals of the Internship Program are to provide a paid opportunity for undergraduate students to work alongside a mentor on a research, research & development, science writing, science policy, or science education experience. In addition, the Internship Program provides U of A undergraduates who are exploring career options the opportunity to broaden their education with rich, hands-on experience and the full process of inquiry and discovery.



**Dr. Ronald Gamble, Jr.**

An enthusiastic Afro-Latino *Theoretical Astrophysicist, STEM Educator, Science Communicator, and Visual Artist* who actively studies the mysteries of the universe at the intersection of art and science.

CRESST-II Visiting Assistant Research Scientist & Cosmic Origins Scientist, NASA Goddard Space Flight Center

### **A Student Forum with Dr. Gamble**

Join us for a conversation with [Dr. Gamble](#) about his education and career path that led him to NASA Goddard Space Flight Center. Dr. Gamble will also introduce opportunities at NASA, including summer and post-bac internships and the Cosmic Pathfinders Program:

<https://cor.gsfc.nasa.gov/copag/program/cosmic-pathfinders.php>

You can also catch Dr. Gamble talking about his research at the Steward Observatory/NSF's NOIRLab Joint Colloquium Series on Thursday, February 20 @ 3:30 P.M. in Steward Observatory, N210.

## Post Survey

