



How to Write Your Resume
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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

Skills to consider adding to your resume

Note: You must be able to justify anything added to your resume. Do not claim to have skills or proficiency you do not have!

Lab Skills:

Intro instrumentation/lab skills- soldering, circuitry, 3D printing, Raspberry pi & Arduino

Basic or advanced optics

Digital signal processing/oscilloscopes

Drafting (r/t Solidworks, CAD)

Interferometers & optical alignment

Microwave electronics and RF testing

Vacuum systems

Electronics testing

Cleanroom & contamination control protocol

Scientific Communication:

Technical papers- reading and/or writing

Literature review

Written and oral presentations

Overleaf- LaTeX

Computational Skills/Statistics:

Linux Command Line/Terminal

Python

Data visualization (Numpy, Matplotlib)

Data Handling (Numpy, Astropy, Pandas)

Version control-Git, GitHub, Git Client

Debugging (e.g. Reading error messages/Stack overflow)

SSH/Remote Access & HPC

Machine learning/AI and related statistical methods (e.g. PyTorch)

Databases, SQL

Computer vision (image processing-eg. OpenCV and some Scikit image processing features)

Statistics- Chi squared, etc.

MATLAB

Categories and Examples of Technical Skills

Software: SOLIDWORKS, Autodesk, Adobe Photoshop, Git/GitHub, EXP, Gadget, Arepo, MS Office, MPI, Slurm, Gala, Django, Nginx, Unicorn

Programming Languages: Python, Java, Bash, Git, R, LaTeX, HTML, CSS, C, C++, Matlab, SQL, AQL

Libraries & Tools: NumPy, Pandas, Tensorflow, Astropy, Matplotlib, Flask, Django, Pydantic

Operating systems: OSX, Unix/Linux, Windows

Laboratory Skills: Optical Alignment, Vacuum Systems, Electronics Testing, Hardware Design, Soldering, 3D Printing, Circuit Fabrication, Raspberry Pi/Arduino Operation

Research: Communication, Problem Solving, Leadership, Organization, Literature Review, Technical Paper Comprehension, Troubleshooting, Hardware Installation, Debugging, Technical Writing, Oral Presentations

Resumes

Goals are:

- Share the skills in which you are proficient in
- Show that you have experience utilizing those skills
- Include other relevant information about yourself- leadership roles, work experience, etc.

Refer to these examples when writing your resume

[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 Examples](#)

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](#)

Mitchell Rutherford, Career Coach

(520) 621-1410

mrutherford20@arizona.edu

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

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

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- we are still adding employer information!
2. Work diligently on your resume, get it reviewed by others
3. Write your cover letter
4. Apply on time- midnight March 8th, 2026

TIMESTEP Summer Tech Internships

THE TIMESTEP SUMMER TECH INTERNSHIP PROGRAM IS A UNIQUE OPPORTUNITY FOR U OF A STUDENTS IN THE PHYSICAL SCIENCES TO COMPLETE A PART-TIME PAID INTERNSHIP WITH A LOCAL SMALL- TO MID-SIZED COMPANY. APPLICATIONS OPEN FEBRUARY 9TH. USE THESE WORKSHOPS TO PREPARE YOUR RESUME FOR YOUR APPLICATION.

Sign up:



How to Write Your Resumé
Wed, Feb 11th ☆ 5 – 6:30 pm
Dr. Gurtina Besla ☆ Steward, N305

This is a must if you plan to apply for internships or jobs! We will walk you through the resumé format and how to translate your achievements into concise and impactful 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 18th ☆ 5 – 6:30 pm on Zoom
Required: Sign up in advance here
(<https://forms.gle/n1V1PFYUnLYTRXmt8>)

Everybody should have a well-designed resumé. Hear from industry leaders about how to write a successful resumé and learn the process of how to apply for jobs and internships. This workshop will help you feel more confident in your ability to apply for an internship or job.

Have your resumé ready in a Google doc for review and editing by one of our professional panelists.

Post Survey

