

## ***Allegheny College Dept. of Geology Tips For Writing A Resume***

Your resume should portray your experience and qualifications in an easy-to-read and informative manner. Avoid lengthy paragraphs and instead use short sentences with important key words. Bullet lists and columns of information work well too.

As an undergraduate it may be difficult to build a lengthy resume. This is ok. Your undergraduate degree is significant. But you need to demonstrate how your degree and education sets you apart from others. You should highlight your experience outside of your courses – such as field trips, seminars, research projects (including your senior project), and internships. Also, instead of or in addition to listing what courses you've completed, you could list the *skills* that you've learned from courses. For example, instead of writing on your resume that you took Field Geology, you could list skills such as: geologic mapping, cross section construction, test boring and well log interpretations, etc. A list of some of the skills that are learned by most of our geology students through our courses is given below. Skim through this list for skills that you probably learned but haven't considered listing on your resume. Remember that this list is just a starting point – it is not complete and may not reflect skills that you learned in a particular course. Also, don't list every skill that you've learned on your resume – include those skills that are most pertinent towards the position that you are seeking.

Begin to prepare your resume during the second semester of your Junior year at the latest. By this time you have some experience under your belt and you can build onto your resume during your Senior year. Make sure that you carefully proof-read your resume and ask someone else to look it over for you – ideally a professional in the field and/or a staff person from the Office of Career Services.

### **Examples of Skills Learned Through Allegheny Geology Courses**

#### Bedrock Geology

- Geologic map construction and interpretation
- Topographic map interpretation
- Construction of geologic cross sections
- Rock core analysis and logging
- Construction of stratigraphic sections
- Sedimentary environments and stratigraphic interpretation
- Fracture and fault analysis
- Thin section analysis of rocks (mineral identification; porosity and permeability)
- Basin analysis
- Igneous rock petrogenesis

#### Surficial Geology

- Soil logging (unified soil classification)
- Test boring techniques (standard penetration testing)
- Hydrologic interpretations of glacial deposits
- Coastal processes and shoreline erosion
- Glacial deposit interpretations

Aerial photograph interpretations

Hydrogeology

Installation of groundwater monitoring wells  
Groundwater sampling and geochemical analysis  
Interpretations of groundwater flow patterns  
Pumping test techniques and interpretations  
Computer modeling of flow systems

Applied Environmental and Petroleum Geology

Groundwater contaminants and remediation techniques  
Hydrogeologic reports for landfills  
Well core and geophysical log analysis  
Structure contour maps and subsurface analysis  
Subsurface stratigraphic correlations of reservoirs and aquifers  
Basic foundation in characteristics of source, reservoir, and trap rocks for oil/gas exploration