

Biomedical Engineering & Biotechnology

Virtual Career Fair

Search Positions and Submit Resumes at:

<http://biocareerfair.experience.com/er/security/login.jsp>

**Submit Resumes Online:
Nov. 9 - Dec. 14**

**Organizations are recruiting for
full time and internship positions**

Consortium Schools:



**For more information:
Contact Satomi Chudasama at:
schudasa@princeton.edu**

Resume Tips for Biomedical Engineering & Biotechnology Virtual Career Fair

For a virtual career fair, recruiting organizations review resumes to virtually "meet" candidates based on their resumes. Employers in the field will be seeking candidates with specific technical skill sets. So, you need to develop a strong resume which showcases your skills and abilities. Consult the tips below when writing your resume and remember to have a career counselor review your resume before applying to positions.

Coursework

- In the **Education Section**, list 6-9 courses including upper level courses in your major/concentration and non-major courses that indicate writing and analytical skills.
- If you are an undergraduate student and have taken graduate level courses, be sure to include this.

Projects & Research/Lab Experience

- Describe projects (e.g., class, major/concentration), senior thesis, and research by indicating the technology and skills used. Also, include any internships and/or additional work experiences.
- Always clarify your role and accomplishments by using action verbs such as assemble, design, devise, extract, fabricate, program, rectify, remodel, systematize, etc.
- Descriptions should also include non-technical skills such as communication, teamwork, leadership, attention to details, and analytical skills, whenever possible.

Skills

- Showcasing specific skills in an organized manner is helpful for employers.
Example: Computer (including programming languages and applications, operating systems etc.), Design and Optimization, Research/Lab Related
- Develop a broad "Skills" section with subheadings or break them up into several headings, as determined by how much information you intend to provide.
- Make sure to list your most relevant skills first.

Extracurricular Activities and Professional Affiliations

- If you are a member of related professional and/or student organizations, list your memberships. If you have assumed a leadership role, mention that as well.

Publications and Presentations

- If you have published or presented on a related topic, list this information if space allows. This is especially important for doctoral students pursuing research and development positions.

On a final note...

Your resume is a marketing tool that should encourage employers to schedule an interview with you. Make sure your resume is clear and concise. When selected for an interview, you will have a time to discuss the additional details of your experience and qualifications.