

Font Styles: Times
New Roman or Arial

Approx. 1" margins on entire document

Font Size for
Name: 14-16

Becky B. Biology

Campus Address:

1111 Main St., Berry Hall #4
Wayne, NE 68787
(402) 375-6111

biology01@willy.wsc.edu

Permanent Address:

8331 Kansas Street
Topeka, KS 66601
(785) 883-0000

OBJECTIVE: To obtain a position as a Laboratory Technician at Michael Foods

EDUCATION

Bachelor of Science in Biology

Degree to be conferred: May [year]
Wayne State College, Wayne, NE
GPA 3.58

Certified Nurse Aide, June [year]

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Resume: 11-12

Use clear,
concise objective

Only include
GPA if 3.0 or

RELATED COURSES

Microbiology

Laboratory Techniques

Advanced Ecology

Immunology

Continuing Research

Molecular Biology

Genetics

Botany

RESEARCH PROJECT

May [year] to Present

“Morphology-related virulence of Trichomonas gallinae as presented in ring doves (Streptopelia risoria)”

- Experience with maintaining and transferring T. gallinae cultures
- Work extensively with equipment such as microscopes, hemocytometers and microtomes
- Analyze statistical data of daily counts

Start each
description
with a
strong
action verb

INTERNSHIP

Intern, Biology/Serology Department, Nebraska Bureau of Investigation
Lincoln, NE, Summer [year]

- Worked with DNA Analysis technique DQ α Polymerase Chain Reaction (PCR)
- Performed various studies using PCR
- Enhanced organizational skills due to specifications and requirements of PCR Analysis
- Gained an understanding of the demands required from a Forensic Scientist

WORK EXPERIENCE

Pharmacy Clerk, Medicap Pharmacy

Wayne, NE, October [year]-Present

- Handle nursing home prescriptions and delivered medications
- Greet customers and create a friendly atmosphere
- Operate cash register and computer
- Assist fellow employees with unpacking shipments of pharmaceutical supplies

Laboratory Teaching Assistant, Wayne State College

Wayne, NE, August [year]-May [year]

- Provided individual and group instruction for calculus students
- Conducted intensive review sessions
- Acted as liaison between students and instructor
- Improved interpersonal skills

Watch
verb
tenses
—use
present
tense if
still at
job/
past
tense if
not.

List jobs -
most recent
first

Second page should at least have your name and page 2, or can use same heading as Page 1.

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HONORS AND ACTIVITIES

- Biology Club, President, Past Treasurer
- Student Ambassador
- Financial Aid Review Committee and Financial Aid Appeals Committee
- Alpha Lambda Delta Honor Society, Secretary
- Dean's List
- Who's Who Among Students in American Universities & Colleges

Get involved!
Employers like to see students who have been active on-campus and in the community.

REFERENCES

Ms. Former Employer, Manager
Nebraska Bureau of Investigation
300 E. Vine St.
Lincoln, NE 68544
(402) 555-0000

Mr. John Doe, Instructor
School of Natural and Social Sciences
Wayne State College
1111 Main St.
Wayne, NE 68787
(402) 375-7000

Mr. Employer, Manager
Medicap Pharmacy
201 Pearl Street
Wayne, NE 68787
(402) 375-0000

Ask references before using and ask where they wish to be contacted (home or work).

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.