Font Styles: Times New Roman or Arial Approx. 1" margins on entire document

Becky B. Biology

Campus Address:

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

biology01@willy.wsc.edu

Font Size for Name: 14-16

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]

Font Size for Body of Resume: 11-12

Use clear, concise objective

Only include GPA if 3.0 or

RELATED COURSES

Microbiology Immunology Genetics
Laboratory Techniques Continuing Research Botany
Advanced Ecology Molecular Biology

RESEARCH PROJECT

May [year] to Present

"Morphology-related virulence of <u>Trichomonas gallinae</u> as presented in ring doves (<u>Streptopelia risoria</u>)"

Start each description with a

with a strong action verb

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

INTERNSHIP

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

- Worked with DNA Analysis technique DQα 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

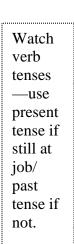
Wayne, NE, October [year]-Present

- 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





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 oncampus 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.