

BIOLOGY—RÉSUMÉ SAMPLE

Student Name

Address, City, Province, Country | email@email.com | 555-555-5555

EDUCATION**BSc Biology Major (Co-op)**

Sept 20XX–Present

University of Victoria, Victoria, B.C.

- Neurobiology concentration
- B- academic average

SKILLS AND CERTIFICATIONS**Computer skills**

- Practical experience with using Microsoft Office (Word, PowerPoint, Excel) software to produce reports, graphs, presentations and analyze data
- Able to use either MacOS and Windows operating platforms
- Experience handling and organizing experimental data
- Able to conduct systematic and effective literature searches

Interpersonal and communication skills

- Excellent written and oral communication skills, able to write effective reports and present information
- Highly detail orientated and organized, with strong sense of personal management
- Strong ability to work efficiently and respectfully in a team setting
- Skilled in problem solving in fast-paced work environments
- Able to display strong analytical skills while writing reports and researching

Administrative skills

- Practical experience filing and collecting data to analyze experiments
- Strong ability to carry out planning and delivery of projects
- Experience tracking the progress of projects and writing documents regarding the status of projects
- Able to manage schedules and documents

Certifications

- Valid class 5 BC Drivers' License 20XX
- WHIMIS certified 20XX

EMPLOYMENT HISTORY**Cashier/Online Orders Clerk**

Sept 20XX–Aug 20XX

Retail Store, City, Province, Country

- Accurately handled cash and card payments
- Processed, packaged and shipped online orders
- Provided excellent telephone reception/support, and customer service
- Greatly strengthened administrative skills and independent work / team skills

Office Assistant

Mar 20XX–Aug 20XX

Optometrist, City, Province, Country

- Provided administrative assistance
- Organized patient files and entered patient data into Excel spreadsheets
- Strengthened my skills in managing information in a digital environment
- Increased my proficiency in using Excel, Word, and other Microsoft Office programs

VOLUNTEER HISTORY

Job Shadowing

March 20XX

Hospital, City, Province, Country

- Job shadowed many different professionals such as surgeons, radiologists, nurses, and other healthcare personnel
- Attended online seminars on confidentiality, infection and disease control, and hand hygiene
- Strengthened skills in working in a professional environment and improved written and oral communication skills

Mental Health Advocate

Sept 20XX–May 20XX

Secondary School Association, City, Province, Country

- Leader of local chapter of organization made up of high school and university students that advocate for mental health in their communities
- Organized multiple school and community events, prepared presentations on mental health, scheduled meetings and interviews with community members, and led discussions and meetings with others in the organization.
- Documented the progress, cost, and outcome of events and reported documented information to my supervisor.

REFERENCES

Reference Name

Supervisor,
Retail Store,
City, Province, Country
555-555-5555
email@email.com

Reference Name

Teacher and mentor,
Secondary School Association
City, Province, Country
555-555-5555
email@email.com

Reference Name

Colleague, Optometrist City,
Province, Country
555-555-5555
email@email.com