Revised 2-7-15

Sample Resumes for the Biology Major

This document contains 4 different resumes. You are required to follow the *style* of one of the resumes (see the Instructions document for this assignment for what is meant by "style").

The first three resumes are from students that are sophomores, juniors or early seniors. The last resume is for a graduating senior or a recent graduate.

Note that each resume below differs somewhat in content, especially in the "sections" that they contain. For example, one resume has a "Summary of Qualifications" section but others do not. Likewise, one resume has an "Honors and Awards" section but others do not. You have flexibility in what sections you include on your resume. In other words, if you like a certain style of resume, but it does not have a "Summary of Qualifications" section and you would like to have this, feel free to include it.

Above all else, you need to develop a resume that you think will be most helpful to you in getting the position!

Sample 1: Suzanne Transopho's resume

This resume appears on the next page. It is a very basic resume, one that would be appropriate for a sophomore or first-semester transfer student who does not YET have a lot of *relevant* experience, e.g., science coursework, research, internships, etc.

However, this person *does* have *other* work experience and she describes this in the Experience section.

Notice how she highlights her *accomplishments* in this section. Notice how she also tries to indicate that she has at least one transferable skill: leadership ability.

Suzanne does not have a lot of relevant experience (yet) but she is doing everything she can to make herself look desirable to whoever is reading the resume!

Note that Suzanne is giving both her local address and her home address in western Maryland. In case she wants to use the resume to get a summer job near her home, she wants people to see that she will be living locally. Otherwise, employers in western Maryland might wonder how someone from Towson would manage to work at a location many hours' journey away from their home!

Suzanne Transopho

University Address - Box 24 ● Towson University ● Towson, MD 21252 ● 410-555-5678
Permanent Address - 123 Baculum Lane ● Cumberland, MD ● stranso2@students.towson.edu

Education

Towson University, Towson, MD
- Candidate for Bachelor of Science degree – Major in Biology – Minor in Chemistry
- Overall GPA: 3.2
- Expected graduation: May 20xx

Harford Community College, Bel Air, MD
- Graduated with Associate of Science degree - Dec 20xx; GPA: 3.8

Experience

Sales Clerk, Staples Office Supply **-** Towson, MD - Sep 20xx to present
- Employee of the Month four times in a year and half
- Chosen after 3 months to be head trainer of new sales clerks

Server and Hostess - Savage River Lodge - Frostburg, MD - Summer 20xx
- Promoted to hostess after 3 weeks based on exemplary interpersonal skills
- Mastered ReservationsPro® software in 2 days

Volunteer - Allegheny Summer Education Program - Grantsville, MD - Summers 20xx/20xx
- Taught basic math skills to underperforming 5th and 6th graders
- Responsible for organizing work schedules of all volunteers in my second year

Skills and Languages

Computer: Proficient in MS Excel, PowerPoint, and Word
Languages: Conversational Spanish

Leadership

Elected Captain - Towson University Traveling Ultimate Frisbee Team - Sep 20xx – May 20xx
- Led the team to State Finals in 20xx

Activities and Interests

Associate Member - Tri-Beta National Biological Honor Society, Upsilon Eta Chapter of Towson University (elected Dec 20xx)

Secretary - Towson University Women in Science Club, 20xx to present

Choir, Garrison Keillor Lutheran Church, Perry Hall, MD (May 20xx to present)

Sample 2: Bob McNutt's resume

Bob is applying for a summer internship with the Maryland Department of Natural Resources.

The internship involves assessing the biodiversity of fish species in the upper Chesapeake Bay. People applying for the internship must meet some very specific qualifications including the ability to handle fish, the ability to pilot a motor boat, possession of a valid driver's license, and the ability to lift a considerable amount of weight. For this reason, Bob has chosen to start his resume with a Qualifications Summary section which will make it immediately clear to the person in charge that he meets the qualifications (and more!).

Bob also has other skills that might appeal to the DNR. He has created a section called "Other Skills" and has listed those skills there. One of those skills he lists is "Able to make small engine repairs." Although you might not expect to find this on a resume, this skill could come in very handy if his team is out on the Bay and the boat motor breaks down!

Note that in the Education section, Bob reports not only his overall GPA but also his GPA in science and math courses because it is impressive. He also indicates that he has maintained a decent GPA even though he has worked or volunteered a large number of hours a week. This statement implies that he has good time management skills, which can be very appealing.

For a position like this, it will also be helpful for Bob to have a "Relevant Coursework" section. Bob has not listed all the science and math courses he is taken because only certain courses are likely to matter to whoever is reading this resume.

Bob has had several jobs, but not all are relevant to the position. Bob is listing in the Relevant Experience section the *one* job that *is* very relevant to the internship, Aquarium Manager at PetSmart. He is also listing his volunteer work at the National Aquarium as this is relevant to the position as well.

Bob is listing his non-relevant jobs at the very bottom of the resume. Bob has worked as a sales clerk at the Sports Authority sporting goods store in Towson. He also worked as a caddy during the summer after his freshman year. He did have one nice accomplishment as a caddy, so he is squeezing that into his resume.

Bob created this attractive style of resume using the Tables function in Word. If you want to do this as well, under the Insert tab, click on the Table option and insert a table that has two columns and one row (a "2x1" table). You will get something that looks like this:

You can then adjust the width of the columns with your mouse and enter your information. When you have finished and everything and it has been proofread and spell-checked, you can hide the lines. On a PC, right-click on the table, choose Borders & Shading, then choose "None" for borders. On a Mac, click on the tab Table Layout. (It should be right next to "Table" on the toolbar or "ribbon.") Click on Table Properties. Click on Borders and Shading, and then select "none."

Weldon Robert ("Bob") McNutt

1850 Urban Road – Baltimore, MD 21213
310-555-0987 – piscivore@gmail.com

QUALIFICATIONS SUMMARY

- Comfortable handling animals of various types
- 10 years experience with motorized watercraft
- Lifelong fisherman; can identify most species of game fish in Maryland
- Coursework in Fish Biology
- Deeply concerned about the conservation of the Chesapeake Bay
- Physically fit; able to lift over 50 pounds
- Possess a valid MD state driver's license

EDUCATION

Bachelor of Science (expected May 20xx)
Major: **Biology –** Concentration: **Organismal Biology and Ecology**
Current overall GPA: **3.4** GPA in science and math coursework: **3.5**

- Have achieved a GPA > 3.2 every semester while working and/or volunteering 25 hours per week

RELEVANT COURSEWORK

Introduction to Ecology/Evolution	Animal Physiology
General Zoology	Biostatistics

RELEVANT EXPERIENCE

Aquarium Manager, PetSmart, Perry Hall, MD
January 20xx to present

- Oversee water quality and animal health in >100 aquaria
- Have successfully prevented disease spread on three occasions

Weekend Volunteer, National Aquarium in Baltimore
December 20xx to present

- Assist Head Aquarist in monitoring water quality
- Give demonstrations on shark biology to general public

OTHER SKILLS

- Proficient with Microsoft Word, Excel, PowerPoint
- Competent with WebDesign 5.0 website design software
- Basic statistical analysis using Minitab
- Able to make small engine repairs

HONORS AND SCHOLARSHIPS

- Maryland State Delegate Scholarship – 20xx
- Dean's List, Towson University, Fall 20xx, Spring 20xx
- National Merit Scholar, 20xx, Calvert Hall High School

OTHER EXPERIENCE

Sales Associate, Sports Authority, Towson, MD – August 20xx to May 20xx
Golf Caddy, Baltimore Country Club, Baltimore, MD – Summer 20xx

- One of five caddies chosen for 20xx MD Golf Professionals' Tournament

Sample 3: Kristin Plasmid's resume

Kristin is applying for a summer program at the University of Tennessee that gives undergraduate students an opportunity to participate in research.

The Tennessee program is specifically designed to prepare students for graduate school so that they can have a career in research. For this reason, Kristin has included an Objective statement that she thinks will appeal to the directors of the program. She is letting them know that she is specifically interested in obtaining a Ph.D. degree in Microbiology. This should enhance her chances of getting into the program.

Note that Kristin is not reporting her GPA. Right now, her GPA is just a 2.8. She knows that she needs to get that up! She also knows that you generally do not report your GPA unless it is 3.0 or higher.

Kristin has listed her relevant coursework, including all the science and math courses she has had so far. She has also made a list of all the technical/laboratory skills with which she has become familiar in the laboratories of her science courses, including BIOL 201 and BIOL 318 (Microbiology) and CHEM 131/132. This is an impressive list and should appeal to the directors of this program and professors that might supervise her summer research.

Kristin is a sophomore and does not yet have science-related job experience. She also has not yet done an internship. However, she has secured an entry-level research position in the laboratory of Dr. Matthew Hemm, TU's microbiologist. She lists that. Good for her taking the initiative to get her foot in the door in a research lab! After another semester, she will get her own research project.

Kristin has had a variety of jobs and done some volunteering, but none of it has been research-related and so it is probably of little interest to the directors of the research program. Thus, instead of providing a specific list of her jobs, volunteer work, etc., ***she has very wisely put together a section highlighting the "transferable skills" that she developed from these experiences*****.** Note that she provides evidence of her transferable skills. For example, she not only says she has "interpersonal skills" but she lays out the evidence (promoted by manager based on high-quality interactions with customers). All of these transferable skills are skills that could come in very handy when working as part of a team in a research laboratory and should be very appealing to the directors of this program.

One other note: Unlike the other resumes, Kristin has chosen not to put a comma between the city and state. That's OK, <u>but she has to do this consistently throughout the resume</u>. *Inconsistent* punctuation, capitalization, spacing, etc. can suggest that one has a lack of attention to detail and this can be the kiss of death!

Kristin Plasmid

14 Conjugation Ave., # 13 ● Timonium MD 21258 ● KP1122@mac.com ● 307-555-3421

Objective

To pursue a Ph.D. in Microbiology

Education

Towson University, Towson MD
Bachelor of Science, Biology with a concentration in Cellular and Molecular Biology
Degree expected June 20xx

Relevant Experience

Research Trainee, Laboratory of Dr. Matthew Hemm, Towson University, January 20xx to present

- Assisting on a project investigating genetic diversity in bacteria; responsible for initial species isolation and preparation for DNA barcoding

Relevant Coursework

Introductory Cell Biology and Genetics
Genetics
General Microbiology
General Chemistry I and II
Calculus I
Human Anatomy I

Technical Skills and Experience

- Experimental design
- Light microscopy
- Biochemical characterization of cells
- DNA extraction
- Genetic transformation
- Differential staining
- Enzymatic assays
- Spectrophotometry
- Bacterial culture
- Bacterial species isolation from complex cultures
- Enumeration of coliform bacteria and viruses
- Titration
- Preparation of solutions (molarity calculation and pH measurements)
- Proficient with Microsoft Word, Excel, PowerPoint

Other Skills and Accomplishments

Organization/Problem-solving: As volunteer at an animal shelter, re-organized first aid supplies and medical equipment in triage room to treat injured animals more quickly and effectively

Teamwork: Helped renovate three houses as part of Baltimore Habitat for Humanity

Interpersonal: Promoted from sales to Lead Customer Service Representative at a large electronics retailer after just 3 months, based on manager's observations of interactions with customers

Leadership: As Vice-President of Towson University Minority Science and Technology Club, led teams of club members into local elementary schools to do demonstrations and promote science

Written communication: Have consistently received high marks and comments on quality of writing on lab reports from professors

Sample 4: Erik Aimigdala's resume

This resume is different from those above because it is the resume of a student that is about to graduate. Erik wants to get a job in a research laboratory at Rutgers University Medical School or Princeton Medical School in his home state of New Jersey.

Notice that Erik is using his home address in New Jersey, even though he is still at TU. He wants the people in New Jersey to recognize that he is "local" (or soon will be). If he used his Baltimore address, the people in New Jersey might not want to bother trying to bring someone all the way up from Maryland for an interview. It might be costly and would the person want to relocate to Jersey?

Erik's plan is to work at this job for 2 to 3 years and then apply to medical school. Erik has an Objective statement but note that he does not state that his objective is "to go to medical school." He knows that the people who run research laboratories don't want to spend a considerable amount of money hiring and training someone if that person is going to leave within a short time. Thus, Erik's Objective statement focuses on his honest desire to work to improve human health care.

Erik slacked off quite a bit when he was a freshman and sophomore and, during his first two years, his GPA was rather low. However, later, he got very serious and started to get much better grades. For this reason, Erik is also reporting his GPA in his last two years at TU. If he gets an interview and is asked about this, he can talk about how he "saw the error of his ways" and turned himself into a very good student.

Erik has had a number of jobs while he was an undergraduate, but none of these jobs were relevant or science-related, so he has left them off. He really doesn't have space to list them, anyway, because he wisely obtained a substantial amount of research and internship experience while he was an undergraduate, all of which is very relevant to this position.

When Erik was a first-semester sophomore taking BIOL 204, his resume looked a lot like the first resume above. But Erik learned in BIOL 204 that *to get as much relevant, hands-on experience as possible is one of the smartest things you can do*. He did that and now has a very impressive resume.

Erik C. Aimigdala

1310 Hillcrest Avenue
Asbury Park, NJ 07712

ecaimigdala@comcast.net
732.502.5718

Objective: To obtain a position in a research laboratory and be part of a team making a contribution to the improvement of human health and welfare.

Education

Towson University, Towson, MD
Bachelor of Science with Departmental Honors, January 20xx
Major: Biology with concentration on the Functional Biology of Animals Minor: Chemistry
Overall GPA: 3.2 GPA in final two years: 3.7

Relevant Experience

Research – Summer Multicultural Access to Research Program – University of Colorado

- Summer of 20xx – Supervisor: Dr. Francesco Pituiterre
- Investigated how gonadotropin-releasing hormone (GnRH) affects reproductive development with focus on role of neuropeptide, galanin, in mouse GnRH system

Research –Neurobiology Laboratory - Towson University

- Fall 20xx and Spring 20xx - Supervisor: Dr. Jack Shepard
- Investigated effects of elevated glucocorticoids in frontal cortex on behavior in rat model of anxiety

Internship – Pathology Lab - St. Joseph's Medical Center – Towson, MD

- Summer of 20xx – Supervisor: Dr. Robert Nekrowsus
- Responsible for logging in tissue samples and initial preparation for microscopic analysis

Laboratory Skills

Immunocytochemistry
ELISA
Fluorescent microscopy
Stereotaxic surgery including post-op care
Microdissection
Behavioral assays
Use of microtome to prepare tissue sections
Isolation and purification of DNA, RNA, protein
PCR
Gel electrophoresis
Growth and maintenance of cell lines
Database management

Other Skills and Languages

Proficient with Microsoft Word, Excel
Preparation of first drafts of Methods and Materials section for scientific papers
Fluent in Farsi

Publications

Shepard, J., I.M. Spamalot, and E.C. Aimigdala. 20xx. Behavioral effects of elevated corticosterone in sub-regions of the medial prefrontal cortex. *Psychopharmacology* 34: 111-114.

Leadership and Activities

President, Beta Beta Beta Biological Honor Society - Upsilon Eta Chapter, 20xx-20xx
Towson University Rock Climbing Club, 20xx-20xx
Volunteer, Springsteen Homeless Shelter, Asbury Park NH, May-August 20xx