

BIOLOGY AND OCEAN SCIENCE—RÉSUMÉ SAMPLE

Student Name

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

Education

B.Sc. Biology with a minor in Ocean Science (Co-op) University of Victoria, Victoria BC 3rd year standing,
Current GPA 7.60 / 9 (A)

Skills & Abilities

Laboratory Skills

- Proficient in pipette use and centrifugation
- Experience with solution preparations, dilutions, and titrations
- Sterile technique skills
- Microscope experience
- SDS-PAGE gel electrophoresis experience

Field Skills

- Data collection experience using scientific instruments including fruit quality meter, refractometer, leaf chlorophyll meter and digital caliper
- Experience working in the field for extended periods of time

Computing Experience

- Proficient in the use of the Windows platform and Excel
- Experience performing literature review
- Experience with data acquisition from different databases
- Experience with R software and Minitab (data analysis program)

Interpersonal and Communication Skills

- Problem solving skills due work experience in customer service
- Organized with time management skills
- Flexible with performing tasks and working long hours to ensure tasks are completed

Certifications

- Class 5 Driver's License
- WHMIS
- Green Defensive Driving

Employment History

Research and Development Centre

- June–August 20XX — Student Research Assistant — contributed to data collection using a set of scientific instruments, contributed to trial maintenance work, completed a literature review, acquired and organized data from different databases

Resort Location

- May–August 20XX — Front Desk — main customer reception, customer service in person or via telephone, responsible for own cash float
- July–August 20XX — Guest Services and concierge — customer service in person or via telephone

Volunteering

- July 20XX — Travelled to Tanzania with School District group to complete an orphanage building

Accomplishments

- Recipient of University of Victoria first year entrance scholarship
- Graduated with a Dual Dogwood Diploma (French immersion and English equivalent)
- Recipient of a memorial scholarship
- Received correspondence from the University of Victoria Physics department to consider a degree in physics and astronomy, due to academic standing in the first-year physics course

Extracurriculars

- 20XX–20XX — Member of a Symphonic Wind Orchestra
- January 20XX — Completed Grade 8 Royal Conservatory violin examination
- 20XX–20XX — Member of a Secondary Concert Band and Secondary Jazz Band

References

Reference Name — Federal Government Ministry

- email@email.com

Reference Name — Teaching Assistant: University Name

- email@email.com

Reference Name — Earth and Ocean Sciences Teaching Assistant: University Name

- email@email.com