

BIOCHEMISTRY AND MICROBIOLOGY—RÉSUMÉ SAMPLE

Student Name

Address, City, Province, Country

Cell phone: (555) 555-5555

Email: email@email.com

Education

BSc Biochemistry Major (Co-op)

September 20XX–Present

University of Victoria, Victoria, BC

Status

Current term study: 2nd year, 1st term

Work Term applied for: 1

Skills**Chemistry Lab skills (Familiar)**

- Quantitative Analysis by Titration
- Chromatographic separation
- Caffeine Extraction
- Spectrophotometry

Microbiology (Familiar)

- Bacterial Isolation
- Streak Plate Method
- Gram Staining
- Spread Plate

Biology (Familiar)

- Cell Culturing
- Mitochondria Isolation
- Red Blood Cell Fractionation
- Cell Fluorescence Staining

Certifications

- Hand Anatomy June 20XX
- Standard First Aid April 20XX
- FoodSafe April 20XX
- Computer Science Skills Academy June 20XX
- BC Cancer Agency's Cancer Education Retrea September 20XX
- YCI-Youth for Change and Inclusion Reference June 20XX

Work Experience**Pharmacy Assistant**

May 20XX–Present

Pharmacy, Victoria, BC

- Experienced in Kroll and Pacmed
- Packaged prescriptions and blister packs(ensured prescription given to patient are correct and complete)
- Answered phone calls from patients and doctors
- Handled money transactions

Housekeeper

April 20XX-Present

Seniors' Centre, City, Province

- Food service for lunch and dinner in the dining room
- Housekeeping (both day and overnight shifts, including responding to emergency alarms, dishwashing, etc.)
- Evening recreation shifts (leading an activity and then doing some vegetable preparation in the kitchen)

Babysitting

November 20XX-Present

Friends and family, City, Province

- Supervised children's activity
- Monitored children's safety
- Prepared meals

Tour guide

July 20XX-July 20XX

Tour Company, City, Province

- Visited local tourist attraction with visiting Japanese students

Elections Facilitator

May 20XX

Voting Office

- Setting up for voting at a voting station and voting technology (fixed or mobile)
- Administering solemn declaration
- Ensuring the voting book is appropriately marked and signed by voters
- Registering and updating voter information (at certain voting opportunities)
- Sorting advance voting certificates and "Where to Vote" cards and filing them in the document envelope
- Serving all voters in a friendly and efficient manner
- Keeping a record of the votes as they are counted by the Voting Officer (VO)

References

Reference Name

Retail Store

City, Province, Country

555-555-5555

email@email.com

Reference Name

Professor

University Name

City, Province, Country

555-555-5555

email@email.com

Reference Name

Server

Restaurant

City, Province, Country

555-555-5555

email@email.com

