**Résumé Components - Biology**

The **PURPOSE** of a **RÉSUMÉ** is to get an interview. A skillfully designed easy to read document that provides information about your education, experi­ence (work, internship, volunteer), and other qualifications that are most relevant to a particular job opening. Your résumé needs to be tailored to the job description to showcase how you meet and exceed the employer’s expectations.

**LENGTH:** Depending on your work experience and the job description, the resume you submit maybe 1-2 pages. If it is 2 pages, it needs to be 2 full pages. **Create a master resume first, no page length, then personalize it to the job.**

**MAJOR Résumé COMPONENTS:**

**HEADING**: At the top of your résumé should be your name. Other information to include is your current city and state along with your phone number with area code, e-mail address and LinkedIn URL. A daytime phone number is a must, remember to listen your outgoing voicemail message to know what an employer will hear.

**Professional Highlights/Summary**: This section is personalized for each job. A bulleted list of your key achievements, skills, traits and experiences that are required of the position for which you are applying. Usually 5-7 bullets (no more than 10). This assists the employer in knowing you are qualified for the job, at first glance.

**Education**: Degrees earned (or to be completed) should be listed from present to past. You need not include high school unless that is the extent of your formal education. For each degree, give the following:

 • Name and location of school attended • Research/thesis topic (if applicable)

 • Degree earned • Relevant courses (optional)

 • Major/Minor • Scholarships, honors, awards (optional)

 • Date of graduation or expected • Grade point average (optional)

**LABORATORY/RESEARCH SKills**

* Skills gained in the a laboratory setting or through research experiences

**professional/INTERNSHIP and/or Research Experience**:

* List your employment in reverse chronological order (present to past).
* Give employer, position held, and dates of employment.
* Write descriptive statements that highlight your skills, abilities and knowledge learned on the job.
* List tasks performed, if relevant to the future position, emphasizing those requiring the highest level of skill, responsibility and judgment.
* Begin each phrase with action verbs.
* Quantify and qualify your accomplishments, i.e. "surpassed sales quota by 15%," "trained and supervised 5 employees," "maintained average caseload of 85 clients."

**OTHER POSSIBLE SECTIONS:** Any of the following can become a separate category if your background warrants:

* Professional certificates or licenses
* Special skills and abilities
* Publications
* Major accomplishments
* Military Experience
* Memberships/affiliations
* Personal Passions/Side Hustles
* Additional trainings

**Sample Chronological BIO Résumé**

**<YOUR FULL NAME, ENLARGED FONT AND BOLD>**

City, State (Area Code) Telephone Number

LinkedIn URL E-mail Address

**Professional Highlights**

This section is personalized for each job, specifically the required qualifications needed.

* A bulleted list of your key achievements, skills, traits, and experiences that are required for the position for which you are applying.
* Usually 5-7 bullets (no more than 10). This assists the employer in knowing you are qualified for the job, at first glance.

**EDUCATION**

**Institution Currently Attending**City, State Date of graduation

*Expected degree*

GPA (optional, include if 3.0 or better.)

Course Related Work: list courses that display the breadth and directly relate to the objective.

**Previous institution attended**: List only institutions where you completed a degree.

**LABORATORY/RESEARCH SKills**

* Micropipette
* Molecular cloning
* Restriction enzymes
* PCR (Polymerase Chain Reaction) machines
* Cell fractionation
* Isolate and analyze DNA, RNA and protein
* Light microscopy, fluorescence microscopy, and scanning electron microscopy

**RESEARCH/LABORATORY EXPERIENCE**

**Most recent Place of Employment** City, State Dates of employment

*Position held*

* A brief description of the skills, abilities, and knowledge learned on the job.

**PROFESSIONAL EXPERIENCE**

**Most recent Place of Employment** City, State Dates of employment

*Position held*

* A brief description of the skills, abilities, and knowledge learned on the job.
* List tasks performed (***only*** if relevant to the position) emphasizing those requiring the highest level of skill, responsibility, and judgment.
* Be succinct and use action verbs that explain your job responsibilities.
* Emphasize your learning.
* Highlight each duty with a • (bullet) not an \* (asterisk).

**Previous Place of Employment** City, State Dates of employment

*Position held*

**OTHER POSSIBLE SECTIONS:** Any of the following can become a separate category if your background warrants:

* Professional certificates or licenses
* Special skills and abilities
* Publications
* Major accomplishments

* Military Experience
* Memberships/affiliations
* Personal Passions/Side Hustles
* Additional trainings

**Biology Résumé Preparation**

**Action Verbs**

**Use these sample action verbs to emphasize accomplishments**

Achieved

Acted

Adapted

Addressed

Adjusted

Administered

Advanced

Advised

Allocated

Altered

Analyzed

Annotated

Applied

Appraised

Approved

Arbitrated

Arranged

Assembled

Assessed

Assigned

Assisted

Attained

Audited

Authored

Balanced

Budgeted

Built

Calculated

Calibrated

Catalogued

Categorized

Chaired

Charted

Clarified

Classified

Coached

Collaborated

Collected

Combined

Comment

Communicated

Compared

Compiled

Composed

Computed

Conceptualized

Conducted

Configured

Consolidated

Constructed

Consulted

Contracted

Contrasted

Controlled

Converted

Convinced

Coordinated

Corresponded

Counseled

Counted

Created

Critiqued

Cultivated

Decided

Decreased

Deduced

Defined

Delegated

Delivered

Demonstrated

Demystified

Derived

Described

Designed

Detected

Determined

Developed

Devised

Diagnosed

Differentiated

Directed

Discussed

Dispatched

Distinguished

Distributed

Documented

Doubled

Drafted

Drew

Edited

Educated

Eliminated

Enabled

Encouraged

Engineered

Enhanced

Enlisted

Ensured

Established

Estimated

Evaluated

Examined

Executed

Expanded

Expedited

Explained

Extracted

Fabricated

Facilitated

Familiarized

Filed

Filled

Forecasted

Formulated

Fostered

Founded

Fulfilled

Gained

Gathered

Generated

Grew

Guided

Handled

Headed

Hired

Identified

Illustrated

Implemented

Improved

Increased

Influenced

Informed

Initiated

Inspected

Installed

Instituted

Instructed

Integrated

Intended

Interpreted

Interviewed

Introduced

Invented

Investigated

Labeled

Launched

Lectured

Led

Liaised

Listed

Logged

Maintained

Managed

Manufactured

Marketed

Measured

Mediated

Mentored

Migrated

Minimized

Moderated

Monitored

Motivated

Negotiated

Obtained

Operated

Orchestrated

Ordered

Organized

Originated

Outlined

Overhauled

Oversaw

Performed

Persuaded

Pioneered

Planned

Posted

Predict

Prepared

Prescribed

Presented

Priced

Prioritized

Processed

Produced

Programmed

Projected

Promoted

Proposed

Protected

Provided

Publicized

Purchased

Realized

Received

Recommended

Reconciled

Recorded

Recruited

Redesigned

Reduced

Reduced (losses)

Referred

Rehabilitated

Remodeled

Removed

Reorganized

Repaired

Reported

Represented

Researched

Resolved

Resolved (problems)

Restored

Restructured

Retrieved

Revamped

Reviewed

Revised

Revitalized

Routed

Scheduled

Screened

Selected

Separated

Served

Serviced

Set goals

Set up

Shaped

Show

Simplified

Sketch

Sold

Solve

Solved

Specified

Spoke

Started

State

Stimulated

Strategized

Streamlined

Strengthened

Studied

Suggest

Summarized

Supervised

Supplied

Supported

Surveyed

Systematized

Tabulated

Taught

Tested

Tracked

Trained

Transformed

Translated

Troubleshot

Updated

Upgraded

Validated

Verified

Weighed

Wired

Won

Wrote

**NOTES:**