**Biology Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

**Contact Information** (Address, Phone, and Email)

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Science in Biology,** ExpectedGraduation, Month, Year

Concentration: (*Select \*Biotechnology, Clinical Sciences, Ecology and Environmental Biology, or Health Professions\*)*

Minor: *(If applicable)*

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education:** *\**Study Abroad; Honors; Relevant Coursework\*

**LABORATORY EQUIPMENT/FIELD SKILLS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(This is a great place to convey lab skills and field skills/equipment used for science majors and photography skills, technical equipment for art and communication/journalism majors)*

**Computer Skills:** *(List relevant applications, programming languages, or operating systems)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL INTERNSHIP(s):** *(use professional, relevant, eye-catching headings)*

**Title*,*** Organization(dates involved)

City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RELEVANT EXPERIENCE:**

**Title*,*** Organization(dates involved)

City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Project/Research**, (dates conducted)

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**CAMPUS LEADERSHIP:** (*Highlight any leadership roles or positions held)*

**Leadership Role**, Organization, dates involved

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

* Organization (dates); Organization (dates); Organization (dates); Organization (dates);
* Organization (dates); Organization (dates); Organization (dates); Organization (dates)

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**Other Possible Headings to Incorporate In Resume**

Military History; Campus Leadership/Involvement; Certifications; Community Service; Languages; Professional Memberships/Affiliations; Business-Related Experience; Non-Profit Experience; Publications

**Biology Resume Example**

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**Susan Smith**

**Contact Information** (123 Maple Drive, Faulkner PA, 123-456-7890, Email@domain.com)

**EDUCATION**

**Bachelor of Science in Biology,** December 2019

Concentration: Health Professions

Minor: *Exercise Science*

Shippensburg University, Shippensburg, PA

GPA: 3.5

**LABORATORY EQUIPMENT/FIELD SKILLS:**

\_Light Microscopy Ecological Sampling

\_Gene Cloning Technical Writing\_\_

*(This is a great place to convey lab skills and field skills/equipment used for science majors and photography skills, technical equipment for art and communication/journalism majors)*

**Computer Skills:** *(List relevant applications, programming languages, or operating systems)*

\_\_Python\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL INTERNSHIP(s):**

**Research Assistant*,*** Shippensburg University Biology Department**,** June 2019 – August 2019

Shippensburg, PA

* Recorded data and transcribed into excel for easy distribution to faculty members related to field projects.
* Formed hypotheses based on information presented then collaborated with professors to implement testing.
* Summarized research into readable document used for conference presentations.

**Teaching Assistant,** Shippensburg University, August 2018 – May 2019  
Shippensburg, PA

* Instructed students in five subjects and developed study guides for distribution.
* Advocated for student needs in faculty/staff meetings when asked for insight.
* Established professional relationships with actors at Shippensburg University in student success committees.

**RELEVANT EXPERIENCE:**

**Lab Technician*,*** Mercy Hospital**,** October 2016 – October 2018

Chambersburg, PA

* Sanitized medical equipment in surgical rooms and closets when not in use
* Placed bulk orders for hospital when supplies diminished
* Coordinated with on-call nurses for rounds of building.

**Relevant Projects/Research Projects:**

**The Powerhouse; Testing the Limits of the Mitochondria**, August 2019

* Testing the power limits of the mitochondria, worked with faculty and students to develop method of testing and capacities of cell organelles.
* Condensed upwards of 300 pages worth of literature review into five pages, while ensuring pertinent information remained.
* Submitted to the National Association of Biology and pending approval.

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**CAMPUS LEADERSHIP:**

**Treasurer**, SUTV, October 2017 – November 2018

* Recorded all financial matters of organization and publicized online for accessibility
* Presented Budget in Brief to President of University during annual review.

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Lambda Chi Alpha Fraternity, Member since 2018

League of Women Voters of Pennsylvania, Member since 2010