**Biology Resume**

 **First Name & Last Name**

***(16 Font for your name, Bold, Times New Roman; 10 or 11 point for the body of your resume)***

106 Student Service Center 1, Houston, Texas 77204 ▪ (713) 743-5100 ▪ 123@abc.edu

**OBJECTIVE** Seeking *part-time position* with *company name*, utilizing *skills/strengths* *(tailor to position)*

**EDUCATION**

**Master of Science, Biology** Month and Year of Graduation (or expected date)University of Houston- Houston, Texas

**Minor** *(Optional)*

**Overall GPA or GPA in Major** *(Optional- Only if**3.0**or higher)*

**RELEVANT COURSEWORK**

***(List classes related to your career goals. Do not list course catalog numbers).***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Molecular Genetics |  |  |  | Biostatistics |  | Advanced Cell Biology |
| Developmental Biology |  | Microbial Physiology | Evolutionary Biology |
|  |  |  |  |  |  |  |  |

**RELEVANT PROJECTS (**If all your projects have been at UH, you may put UH on this line.)

Molecular Biology ***(Project Name)****,* University of Houston- Houston, TX, spring 2014

* Examined molecular processes involved in biological systems and methods ***(List your tasks***

 ***and what you learned/skills you gained)***

* Applied effective research skills including recombinant DNA techniques and other modern research applications ***(Use strong verbs to explain what you did and quantify, if possible)***

**EXPERIENCE (List in reverse chronological order)**

**Intern** **(Position Title in Bold)** Month (Abbreviate) Year - Month YearName of Business or Organization, City, State

* Put your strongest selling point first; you may want to note the number of hours you worked per week
* Focus on accomplishments and results, not just job duties
* Quantify any results whenever possible and use industry keywords/buzzwords
* Begin each bullet point with an **action verb**

**SKILLS**

*Language(s):* Bilingual, Proficient, Conversational, or basic in *insert language(s)*

*Computer Operating Systems & Languages:* Proficient in Microsoft office, MATLAB, Mac OS

**HONORS**

**Dean’s List:** List number of semesters

**Include any Scholarships,** Year Awarded

**ACTIVITIES (If you have held a leadership position, describe accomplishments)**

 Professional Association, Student Organization, Volunteer Organization, Title, Year(s)