

Resume Basics for Biology majors

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Organization & Layout

- Organize content according to what is required and relevant to the position or program
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key

Fonts & Style

- Use a font that is clear and easy to read at-a-glance
- Adjust the size (10-12 pts, typically) based on the font
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume
- Each style element should emphasize a single type of information

Sections & Content

- Create section titles that market your experiences and align with what an employer or program is looking for
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs
- Be concise but thorough – do not ramble or use irrelevant “filler” words

Special Considerations for Biology Majors

Length:

- Biology resumes are 1-2 pages, depending on experience.
- References may be listed on a 3rd page with your full contact info.
- Consider creating a concise 1-page Career Fair/conference/networking resume

Style:

- Stick to a more conservative style – consider who will be reviewing your resumes
- Stand out for the content, not a unique resume format

Unique Sections:

- Your “*Experiences*” section (preferred to Employment/Work) can include:
 - Paid, unpaid, volunteer, undergraduate research, internships, student organization involvement...
 - You can separate this section into “*Related*” and “*Additional*”
- If applying for graduate programs or research assistant positions, create a separate “*Research Experience*” section
 - Include any grant funding you received, poster and oral presentations and publications.
- List relevant licenses and certifications, but only if they are current

FIRST LAST

phone | email
City, State

Education

University of Wisconsin-Stevens Point (UWSP)
Bachelor of Science – **Biology: Botany emphasis**
Certificate: **Aquaponics**
Cumulative GPA: 3.92/4.00, UWSP Honors program
Relevant coursework:

Stevens Point, WI
anticipated May 2022

- Mycology
- Agrostology
- Phycology
- Ethnobotany
- Plant Ecology
- Vascular Plant Taxonomy
- Aquatic Vascular Plants
- Invasive Species
- Plant Morphology
- Plant Physiology
- Intro to Aquaponics
- Techniques in Aquaponics

Research Experience

"POTENTIAL EFFECTS OF OYSTER MUSHROOM MYCELIUM ON PLANT HEALTH"

UWSP Biology Department
September 2019-Present

Research Intern

- Initiated an independent research project to determine if mushroom mycelium can improve plant health by increasing organic matter and retaining soil moisture, resulting in increased plant growth
- Grew Black Simpson lettuce in a controlled environment in soil with and without oyster mushroom mycelium
- Recorded seed germination rate and timing, insect and disease prevalence and leaf size over a 10-week period
- Maintained an organized sampling schedule, following strict laboratory protocols
- Continue research using different species and growing conditions
- Poster presentation at the UWSP College of Letters and Science Undergraduate Research Symposium (May 2021)

Related Experience

Biology Department, UWSP

Stevens Point, WI
September 2020-Present

Greenhouse Technician

- Provide expert care for a wide variety of plants in 4 educational greenhouses on campus
- Propagate rare plants including orchids, bromeliads, cacti, and ferns
- Treat plants for insects and diseases using organic methods
- Follow strict protocols during COVID to maintain greenhouses; worked 15-20 hours/week while a fulltime student

Prairie Restorations

Northfield, MN
Summer 2021

Ecological Restoration Technician

- Provided field labor on restoration projects and obtained technical field skills including:
- Soil preparation, seeding, planting, erosion control, hand weeding, broadcast/spot herbicide application, small power equipment operations, prescribed burning and invasive species control

Freckmann Herbarium - Biology Department, UWSP

Stevens Point, WI
September 2018-March 2020

Herbarium Collection Assistant

- Carefully mounted dried plant specimens using museum techniques for indefinite storage
- Maintained attention to detail to keep specimens in pristine condition
- Processed specimens with minimal supervision
- Worked 15+ hours/week while a fulltime student; work suspended due to COVID pandemic

Relevant Skills

- Detail oriented in laboratory and outdoor settings
- Able to work long hours in all weather and field conditions
- Able to work independently with minimal supervision or as an integral part of a diverse team
- Knowledge of state and federal environmental regulations; able to follow strict protocols during COVID pandemic
- Leadership skills developed through residence hall government and student organization involvement
- Integrated Pest Management Certified (February 2021); Minnesota Pesticide Applicators License (May 2021)
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint)
- Extensive experience with budgeting, money handling and customer service skills