

Serena Science

613-111-1111

Scientist | Innovator | Aspiring ()

your_info@uOttawa.ca

Address, City, Province, Postal Code

Portfolio, blog, website, LinkedIn (optional)

Commented [JL1]: You can adapt this heading based on the industry you're targeting. The idea is to create a clear connection between you and the targeted industry desired and/or program of study.

Commented [JL2]: Use your University of Ottawa email address.

Commented [JL3]: LinkedIn shorter URL ex. linkedin.com/in/Serena.Science

Commented [JL4]: Include the most important points you want to highlight. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the targeted industry desired and/or program of study.

SUMMARY OF QUALIFICATIONS

- Third-year biochemistry CO-OP student at the University of Ottawa
- Problem-solving skills developed through two years' experience in a laboratory setting
- Very good technical skills in Microsoft Word, Excel, PowerPoint and internet research tools
- Member of the Canadian Society of ...
- Fluent in English and French, intermediate level Italian

EDUCATION

Bachelor of Science, Honours in Biochemistry (CO-OP)

month year – present

University of Ottawa, ON

- Expected date of graduation: month year

Commented [JL5]: Include the important details of your education. You can also include relevant courses, projects or the title of your thesis (if applicable).

Commented [JL6]: Adding your CGPA to your resumé is optional. Include only if impressive.

RELEVANT SKILLS

Laboratory

- Demonstrated proficiency in the use of...
- Executed tests and analyzed results for...
- Applied (aseptic techniques, biochemical assays, sequencing, spectrophotometry)

Research and Analysis

- Assessed the genetic composition of micro-organisms including bacteria and fungi
- Conducted research on the structure of animal and plant tissue cells
- Participated in field and lab work to identify organisms in the Mer Bleue Conservation Area

Commented [JL7]: Choose three categories of skills relevant to the position you are seeking. Categories can include organizational, interpersonal, communication, customer service or technical skills. Include examples from your academic, extracurricular, work or volunteer experience. Include at least one soft skill in your categories.

Tips for writing bullet points:

- Use accomplishment-based statements to structure your bullet points, for example, projects completed in class and self-taught and learned.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

Communication

- Prepared and delivered weekly project status presentations to upper management to ensure effective communication across departments
- Prepared meeting briefings for managers when meeting with clients
- Wrote multiple engineering and laboratory reports and reviewed formal engineering documents, including project proposals

Commented [JL8]: This is an example of a soft skill.

RELEVANT WORK EXPERIENCE

Research Assistant (CO-OP)

month year – present

Organization, City, Province or Country (if abroad)

- Researched and analyzed new information and resources related to the ramifications of infestation-related crop destruction to prepare weekly update reports for the research team
- Conducted experiments and data collection in plant heredity and breeding in collaboration with the senior researcher to update departmental databases
- Identified and classified plant species by *Plantae* and *Magnoliophyta* to facilitate further research on the specimens

Commented [JL9]: Relevant work experience includes all experience (paid or unpaid) related to your field of study. Ensure all experience is in reverse chronological order (most recent to oldest).

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Biology Mentor

month year – month year

Organization, City, Province or Country (if abroad)

- Taught effective study techniques to students who needed guidance throughout the academic term
- Mentored first-year science students on biology and chemistry courses on a weekly basis
- Provided academic and emotional support to first-year students to help them transition to the university environment

Biology Tutor

month year – month year

Organization, City, Province or Country (if abroad)

- Explained biological concepts to high school students on a weekly basis after school
- Devised alternative methods of teaching based on student learning styles, to facilitate and accommodate students' learning needs

OTHER EXPERIENCE

Sandwich Artist

month year - present

Organization, City, Province or Country (if abroad)

- Prepared all sandwich ingredients, including washing, cutting, slicing, chopping and grating ingredients according to established guidelines
- Demonstrated attention to detail when neatly preparing sandwiches according to customers' orders
- Operated the cash register and explained menu options, further enhancing customer service skills

Commented [JL10]: You can choose to include personal and academic projects related to your field of study.

Commented [JL11]: Include transferable skills when explaining your non-relevant tasks using indirect style (see Brightspace). Ensure all experiences are in reverse chronological order (most recent to oldest).

VOLUNTEER EXPERIENCE

Facilitator

summer year

Organization, City, Province or Country (if abroad)

- Organized a variety of fundraising activities such as volleyball tournaments, bake sales and talent shows
- Visited elementary schools in underprivileged areas of Zambia to assess community schooling needs
- Helped build a school and a cultural centre to provide the region with necessary education and community engagement facilities
- Participated in cultural events with local students to gain a better understanding of the community's culture and needs

Commented [JL12]: Use the same format and guidelines as for the "Work Experience" section above. You can omit this section if the content isn't relevant.

Title of volunteer position month year – present
Name of organization, City, Province

AWARDS (optional)

Winner of ... prize, Department of Biochemistry, University of Ottawa, ON

year

Dean's Honour List, University of Ottawa, ON

year – year

Admission Scholarship, University of Ottawa, ON

year – year

Commented [JL13]: If you have multiple awards and achievements to showcase, you can add them in an optional section named "Awards and Achievements" at the end of the resumé (see optional sections for reference).

TRAINING AND CERTIFICATIONS (optional)

Workplace Hazardous Materials Information System for Laboratories (WHMIS)

year

Organization, City, Province or Country (if abroad)

Commented [JL14]: Include any training or certifications relevant to the position you're seeking, in reverse chronological order.

Title, Organization, City, Province
CPR Level C, Canadian Red Cross, Ottawa, ON year

EXTRA-CURRICULAR ACTIVITIES (optional)

Travel: Portaged in Algonquin Park for a week, wildlife amateur photographer

Sports: Captain of the _____ football team for three years (dates)

Commented [JL15]: Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the "Volunteer Experience" section). Activities listed should be current. Highlight extracurricular activities that demonstrate skills such as teamwork, leadership or time management.