

BIOLOGY—RÉSUMÉ SAMPLE

**Student Name**



**Office Assistant**

Mar 20XX–Aug 20XX

Optometrist, City, Province, Country

- Provided administrative assistance
- Organized patient files and entered patient data into Excel spreadsheets
- Strengthened my skills in managing information in a digital environment
- Increased my proficiency in using Excel, Word, and other Microsoft Office programs

**VOLUNTEER HISTORY****Job Shadowing**

March 20XX

Hospital, City, Province, Country

- Job shadowed many different professionals such as surgeons, radiologists, nurses, and other healthcare personnel
- Attended online seminars on confidentiality, infection and disease control, and hand hygiene
- Strengthened skills in working in a professional environment and improved written and oral communication skills

**Mental Health Advocate**

Sept 20XX–May 20XX

Secondary School Association, City, Province, Country

- Leader of local chapter of organization made up of high school and university students that advocate for mental health in their communities
- Organized multiple school and community events, prepared presentations on mental health, scheduled meetings and interviews with community members, and led discussions and meetings with others in the organization.
- Documented the progress, cost, and outcome of events and reported documented information to my supervisor.

**REFERENCES****Reference Name**

Supervisor,  
Retail Store,  
City, Province, Country  
555-555-5555  
email@email.com

**Reference Name**

Teacher and mentor,  
Secondary School Association  
City, Province, Country  
555-555-5555  
email@email.com

**Reference Name**

Colleague, Optometrist City,  
Province, Country  
555-555-5555  
email@email.com