RESUME BASICS

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:

Special Considerations
Length: Typically, resumes can be one-two pages in length, but ultimately, the expected length of a resume depends on the requirements of the position/program and the expectations of the field and industry.

Style: Typically, it is appropriate to utilize a traditional, conservative resume style. Content should take precedent over having a stylistic or creative format.

Unique Sections: Be sure to include relevant knowledge, skills, and experience that addresses the qualifications (that are required or preferred) as well as technical skills (experience with instruments or lab methodologies or software, knowledge of state and federal regulations and/or protocols), relevant course projects, or professional development, volunteering/community service, involvement, internships, or direct experience within the industry for which you are applying.

Other Things to Keep in Mind: It is essential to have a document that is easy to quickly scan (read). To do this, organize your content according to what is required and relevant to the position, program, and industry/field.

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 & Information
- 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.

<h1 align="center">Name</h1>

<p align="center">(123)456-7890
email123@uwsp.edu</p>

Education

University of Wisconsin-Stevens Point (UWSP)   Expected Graduation: December 2023
Bachelor of Science: **Clinical Laboratory Science**
Minor: **Chemistry**
Licensure and or Certification: GPA: 3.35 / 4.00

Demonstrated Laboratory Skills and Experience

- Utilize equipment sterilization, safety protocols, and instrument maintenance techniques.
- Prepare and accurately process samples.
- Maintain accurate laboratory records adhering to audit and lab certification requirements.

Relevant Knowledge

Lab Instrumentation Theory	Microbiology Techniques (Prokaryotic & Eukaryotic)
bioMerieux VITEK MS	CITI Biomedical Responsible Conduct of Research
Molecular Biology Techniques	Sanger Sequencing
Microsoft Office	Analytical Chemistry
Conductivity and pH meters	NanoDrop™ 2000 Spectrophotometer
IR, NMR	UV-Vis Spectroscopy

Experience

***Lab Technician** (Internship)* – Kiels Analysis Laboratory, Wausau, WI   January 2024-Present
- Conduct quality control (QA/QC) to ensure accuracy within lab analysis (NR 149 compliance)
- Complete annual chemical hygiene training administered by UWSP Chemical Hygiene Officer

Medical/Surgical Unit Volunteer – Marshfield Clinic, Marshfield, WI   January 2022-November 2023
- Ensured medical carts, isolation stations, and other key items and areas were well-stocked and organized demonstrating reliability, self-sufficiency, and professionalism.
- Maintained patient confidentiality and adhered to HIPAA regulations according to unit and hospital expectations.

Organic Chemistry Lab Volunteer – UWSP, Stevens Point, WI   September-December 2022
- Accounted for and put away laboratory materials and chemicals in appropriate storage areas.
- Verified that lab spaces were appropriately cleaned and organized according to departmental and faculty protocols.

***Military** (Infantry)* – United States Army, Fort Campbell, KY   June 2016-January 2020
- Maintained accurate inventory, maintenance, and records for unit materials, technology, and hardware according to department and installation standards.
- Adapted leadership style to guide and motivate peers toward goal achievement.
- Conducted proficiency testing and process re-evaluation to ensure accuracy and effectiveness.
- Completed annual trainings and certifications to include Combat Lifesaver training which involves assessing, evaluating, prioritizing, and stabilizing persons in immediate-need situations.