

Special Considerations for Biology majors

Length:

- Biology resumes are 1-2 pages, depending on experience.
- References may be listed on a second/third 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

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 use “filler” words

FIRST LAST

phone | email
City, State

Education

University of Wisconsin-Stevens Point (UWSP)
Bachelor of Science: **Biology – Botany and Plant Science Option**

Stevens Point, WI
Expected May 2025

Relevant Coursework:

- Mycology
- Phycology
- Ethnobotany
- Plant Ecology
- Vascular Plant Taxonomy
- Plant Pathology
- Plant Morphology
- Plant Physiology
- Plant Anatomy

Research Experience

“Potential Effects of Oyster Mushroom Mycelium on Plant Health”

UWSP Biology Department

Research Intern

Sept. 2023-Present

- 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
- Presented poster at UWSP College of Letters & Science Undergraduate Research Symposium (May 2024)

Related Experience

Biology Department, UWSP

Stevens Point, WI

Greenhouse Technician

Sept. 2024-Present

- 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

Prairie Restorations

Northfield, MN

Ecological Restoration Technician

(Seasonal) May 2023-Aug. 2024

- Traveled throughout the state to provide field labor on restoration projects on a crew of 5
- 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

Herbarium Collection Assistant

Sept. 2022–May 2023

- 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

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
- Leadership skills developed through residence hall government and student organization involvement
- Integrated Pest Management Certified (Feb. 2023); Minnesota Pesticide Applicators License (May 2023)
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint)