Laboratory Resume Guide

CAREER CENTER
COLORADO STATE UNIVERSITY

Suzi Science

Fort Collins, CO | 970-000-0000 | suziscience@gmail.com | Linkedin.com/in/suziscience

QUALIFICATIONS FOR LAB TECHNICIAN POSITION

- Experience performing regular quality control checks on various laboratory instrumentation
- Strong attention to detail as demonstrated by successful processing of lab samples by logging them into a computer and analyzing for tempterature, hardness, aklkalinity, chlorine, and conductivity
- Computer Literacy: Microsoft Office Suite, MATLAB, Origin, ImageJ, LabView
- Bilingual as evidenced by ability to read, write, and speak in Spanish
- Demonstrated strong work ethic, communication skills, and inclusive teamwork through multiple work experiences and volunteer activities while attending college full time

EDUCATION

Bachelor of Science in Biological Sciences — Expected May 20XX
Concentration in Biological Sciences — GPA: 3.16
Minor in Zoology
Colorado State University, Fort Collins, Colorado

- Final Project: Analysis of Whole Effluent Toxicity Tests in the Culturing of Aquatic organisms

LAB SKILLS

- Steam Distillation
- Liquid Extraction & Chromatography
- Crystalization and Vacuum filtration
- Mass Spectrometry
- Gas Chroatography
- Bacterial Transformation
- Polymerase Chain Reaction
- Gel electrophoresis
- Western Blot Tests
- Chromatin Extractions

RELEVANT WORK EXPERIENCE

Laboratory Technician Assistant, Banner Medical Center — May 20XX - October 20XX
Fort Collins, Colorado

- Documented lab specimens in hospital computer system, centrifuged appropriate blood vials, and prepared specimens for analysis lab to ensure efficiency and accuracy of results to doctors and patients
- Communicated with six diverse colleagues regarding urgency of samples and which tests had been completed to ensure rapid test results

Research Intern, National Science Foundation — June 20XX - August 20XX
Fort Collins, Colorado

- Utilized Scanning Electron Microscope and Atomic Force Microscope to research the microstructure of fossilized dinosaur bone to determine possible biomedical applications of new microscopy techniques for human health
- Presented research findings to approximately 50 audience members including faculty and students and answered questions about elemental composition of scanned images

ADDITIONAL WORK EXPERIENCE

Cashier, Michaels Craft Store — March 20XX - December 20XX
Fort Collins, Colorado

- Demonstrated exemplary customer service and teamwork by greeting cusotmers, efficiently processing their transactions, and collaborating with colleagues to provide a positive experience for all

LEADERSHIP & COMMUNITY ENGAGEMENT

Secretary, Biology Club — August 20XX - Present
Colorado State University, Fort Collins, Colorado

- Take comprehensive notes on all Biology Club meetings and send them to faculty advisor and all club members in a timely manner

Volunteer, Boys & Girls Club — January 20XX - Present
Fort Collins, Colorado

- Supervise and interact with children ages 6-14 during structured activities to provide mentorship, healthy social engagement, and academic enrichment

Header:
- Your name should be the largest type on the document, and put it in bold
- Be sure to update your LinkedIn profile and have a customized LinkedIn URL

Market Your Qualifications:
- Use the key words listed in the job description to show how your experiences and skills are a good match for the role
- Tailor your resume for each position you apply for to incrase your chances of being invited to interview

Include your GPA if it is over 3.00

Consider adding projects if they are relevant to the job description

If you are not applying for a lab job, including a Lab Skills section may not be relevant. other sections you could include instead: Relevant Courses, Awards and Honors, Research Experience, or additional Work, Volunteer, Leadership, or Community Engagement

Be sure to write your bullet points using the following formula: Action Verb + skills or Proect + Purpose or REsult or Accomplishment

You may have work experience that does not feel relevant to your career goals, but you can still show which skills you developed that are relevant, such as interpersonal skills

Highlight your interpersonal skills throughout your resume, not just science or technical skills

Resume Tips & Checklist

FORMATTING

- [ ] 1-2 Pages max (unless Federal)
- [ ] Typical margins are no less than .5”
- [ ] Within each section, order by starting with most recent or current experience, to least recent
- [ ] Save final draft as PDF titled: First & Last Name Resume
- [ ] Content Font Size = 10 - 13, Header = 16
- [ ] Common fonts: Avenir, Times, Garamond, Bell MT, Cambria, Georgia (easy to read)

CONTEXT

- [ ] No photos
- [ ] Bullet Point Formula: Action Verb + Skills or Project + Puprose or Result or Accomplishment

Navigating Bias in Applications

At the Career Center we believe students’ identities and life experiences contribute to valuable strengths that are worth celebrating and showcasing on application materials. We also acknowledge that not all recruiters and organizations value every type of experience and identity, which can lead to bias and discrimination in the application process.

One approach to navigating bias is being clear and authentic about your identities on a resume and see which employers recognize these as strengths. One great outcome of taking this approach is that you might find a great values fit with an employer who sees you as your full self, and is excited about what your various identities bring to the table.

Another approach is being more general about your identities and experiences on a resume to protect from potential bias. Some items you might choose to be more general about or not mention would be political experience, religious groups, controversial research, disclosing of a disability, and listing pronouns. For example, instead of listing a specific faith, you could mention you volunteered at a spiritual organization. Instead of naming a specific political student organization, you could list it as a student leadership organization.

A resume is a snapshot of who you are and we encourage you to share however much of yourself feels good to you. There are many ways to approach this. If you’d like someone to discuss this with, we highly recommend a Career Center drop-in or appointment

Looking for more help?

Bring your resume draft to a **Career Center Drop-In** to get personalized help, or look at our **standard resume example** here for additional ideas.