

116 Magnolia Street,  
Hamilton, NJ 08619

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### OBJECTIVE

A position in the medical field to apply direct patient care experience.

### EDUCATION

**Rutgers University**, New Brunswick, NJ  
B.S. in Cell Biology and Neuroscience, May 20xx  
GPA: 3.70

### RELEVANT COURSES

Molecular and Cellular Biology  
Neurobiology  
Immunology

Pathology  
Microbiology  
Systems Physiology

Virology  
Human Parasitology  
Endocrinology

### LABORATORY SKILLS

SDS-PAGE  
Electrophoresis  
Gas Chromatography

PCR/cloning  
Spectrophotometry  
DNA Extraction

ELISA  
Computer Data Analysis  
Amino Acid Analysis

### COMPUTER SKILLS

MS Office (Word, PowerPoint, Access, Excel), Java, SPSS

### RELATED EXPERIENCE

**Department of Clinical Pathology**, Rutgers University, New Brunswick, NJ  
*Clinical Pathology Intern*, September 20xx – Present

- Accurately perform gas chromatography on purified samples.
- Developed a buffer system for liquid chromatographic isolation of pesticide metabolites in urine.
- Recognized by supervisor for outstanding contributions to successful research project completion.

### WORK EXPERIENCE

**Residence Life**, Rutgers University, New Brunswick, NJ  
Resident Assistant, September 20xx – May 20xx

- Provided leadership and supervision for 30 students in residence hall.
- Coordinated 20 educational and social programs and activities for students.
- Assisted individuals in resolving conflicts by facilitating discussions.

**Best Burger**, New Brunswick, NJ  
*Team Lead*, May 20xx – August 20xx

- Placed orders and performed cashier duties in a high-volume fast food establishment.
- Suggested new methods of packaging to go orders which reduced customer wait time by 15%.
- Promoted to Team Lead after 60 days.

### COMMUNITY INVOLVEMENT

**Rutgers Against Hunger**  
*Volunteer*, September 20xx – Present

- Collaborate with others to package and distribute food to shelters.
- Volunteer at Elijah's Promise soup kitchen.
- Visit local farms and assist in collecting food.

# Pre-Health Student

17 Rutgers Street ▪ Iselin, New Jersey 08830  
555-555-5555 ▪ samplestudent@mail.rutgers.edu  
www.linkedin.com/in/rutgersstudent

## EDUCATION

**Bachelor of Science in Biological Sciences**, May 20\_\_  
Minor in Leadership and Public Service GPA: 3.92  
Rutgers University, New Brunswick, New Jersey

**Monmouth Medical Center**, Long Branch, New Jersey  
Medical Laboratory Scientist Program (accredited by NAACLS)  
*One-year clinical practicum from 20\_\_ to 20\_\_*

## HEALTHCARE EXPERIENCE

**Activity Director** August 20\_\_ – Present

*Student Chapter*; New Brunswick, New Jersey

- Volunteered with [community service organization], a non-profit corporation developed to ease the burden of families and provide happiness to children during their hospital stay
- Created weekly crafts or activities for members to complete with 5-10 pediatric patients
- Led the craft or activity with the kids and members each week, fostering a fun, positive environment

**Clinical Simulation Center Intern/Volunteer** June 20\_\_ – August 20\_\_

*The Medical Center*; Piscataway, New Jersey

- Assisted with several simulations and Advanced Cardiovascular Life Support (ACLS) classes
- Practiced medical procedures such as breathing tube and catheter insertion, CPR, and defibrillation

**Global Medical Brigades** May 20\_\_ – June 20\_\_

*International City*; Country

- Set up a medical clinic for a week in a small town in rural [insert name of country] that included triage; consultation; dental; “Charla,” or education; pharmacy and gynecology stations
- Assisted with consultations, delivered proper medicine doses, and performed triage tasks such as taking pulse, blood pressure and temperature for over 700 local men, women and children

**Scribe** March 20\_\_ – May 20\_\_

*University Hospital*; Newark, New Jersey

- Accurately collected and managed patient information and electronic chart during doctor’s rounds
- Gained valuable practice entering clinical notes in the University Hospital’s electronic records system

## SHADOWING EXPERIENCE

- Shadowed 100+ hours in hospital, clinical, rural and urban settings in specialties such as family practice, general surgery, orthopedic surgery, cardiology, emergency medicine, and anesthesiology
- Observed 20+ medical procedures including an inguinal hernia repair surgery, total hip and knee replacements, heart catheterizations, nerve block procedures, open-heart surgeries, and a lung tumor removal
- Experienced the teamwork required between the nurses, surgeons, and anesthesiologists in order to successfully complete highly invasive surgeries
- Learned how a positive patient-physician relationship develops over a succession of appointments

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## LEADERSHIP EXPERIENCE

### **Co-Instructor for Career Explorations Course** August 20\_\_ - Present

Rutgers University, New Brunswick, New Jersey

- Taught a 20-student class how to make sound career decisions, set goals, and prepare for the future while exploring their personal strengths and values
- Designed class to be activity and discussion-based in order to promote active learning and critical thinking among the students
- Created lesson plans with co-instructor, graded assignments, and met with students weekly

### **Mentor, Scholarship Recipient** September 20\_\_ - May 20\_\_

AmeriCorps -Democracy House, New Brunswick, New Jersey

- Completed 300 hours of community service through tutoring, weekly group meetings, and attending monthly leadership collaborative meetings (sessions of self-motivating games, ice breakers, and team presentations)
- Provided tutoring for children in transitional homes and ensured that school work was completed before dismissing
- Represented AmeriCorps in Human Trafficking rallies, Domestic Violence walks and Hurricane Sandy Recovery events

### **Leadership Conference** May 20\_\_

Heldrich Center, New Brunswick, New Jersey

- Participated in a 7 day conference about self-knowledge, leadership and effective learning
- Worked as a team with 17 other undergraduates to facilitate several interactive workshops and activities with 100 faculty members attending the conference
- Led a "Mutual Expectations" session between the undergraduates and faculty to discuss the expectations students have of their teachers and vice versa

## PROFESSIONAL EXPERIENCE

### **Summer Welcome Enrollment Assistant** May 20\_\_ – July 20\_\_

Rutgers University Honors College, New Brunswick, New Jersey

- Greeted incoming freshmen and their families and prepared them for their Summer Welcome advising appointment
- Guided students through the enrollment process, taught them how to use their myRutgers student website, and answered any questions they or their parents had about the University

### **Intern for State Representative** January 20\_\_ – May 20\_\_

New Jersey State Capital, Trenton, New Jersey

- Drafted a bill to ban the chemical BPA from baby bottles after finding research studies and model legislation about the issue and collaborating with 2 other Representatives
- Promoted and explained the bill over phone to 40+ Chambers of Commerce members in New Jersey
- Took notes during Health Insurance and Health Care Policy committee meetings and relayed information to Representative, including issues such as insurance coverage for hearing aids for newborns and eating disorder treatments

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## **VOLUNTEER EXPERIENCE**

### **Volunteer EMT** August 20\_ - Present

Woodbridge Township Ambulance and Rescue Squad, Iselin, New Jersey

- Administer the appropriate equipment in order to save a patient's life
- Perform physical tasks such as lifting patients
- Work mainly with my hands and at times sharp tools
- Engage in the provision of basic life support pre-hospital care activities
- Execute reports concerning patients and patient care to squad standards
- Gain knowledge of ambulance compartments and cabinet medical equipment

### **ER Volunteer** 91 hours credited, October 20\_ - May 20\_

Raritan Bay Medical Center (RBMC) Emergency Room, Perth Amboy, New Jersey

- Maintained alertness/quality care for incoming patients in the Emergency Room
- Attended call bell requests and relayed information to authorized medical staff
- Ensured cleanliness of patient rooms and distributed food
- Treated patients and families with respect and compassion

### **PT Volunteer** 20 hours credited, October 20\_ – May 20\_

Raritan Bay Medical Center (RBMC) Physical Therapy Dept., Old Bridge, New Jersey

- Provided assistance and personalized care to contribute to a comfortable environment
- Assisted physical therapists with patient routine exercises
- Manage files and organized forms for the staff

## **RESEARCH EXPERIENCE**

### **Research Assistant** September 20\_ – Present

Rutgers xyz Laboratory, New Brunswick, NJ

- Focus on the relationship between physical activity/aerobic fitness, stress and understand mental and physical health states
- Study affective responses to exercises and develop any presentation, manuscript and data analysis
- Apply research techniques including Electroencephalography (EEG), Electrocardiogram (ECG) and Heart Rate Variability

### **Research Assistant** April 20\_ – September 20\_

Xyz Lab, Piscataway, New Jersey

- Harvested and prepared pig diaphragm tissue for experimentation with wound care
- Cross-linked diaphragm tissue scaffolds with gold nanoparticles and tended to cell cultures to test how cell growth was affected by the presence of gold
- Characterized explanted hernia mesh tissue using TGA, DSC, and FTIR techniques and analyzed patient factors that contributed to degradation in the body

## **PRESENTATIONS**

S. Williams, M. Smith, P. Lin, and M. Patel. "Significant Scientific Research Project." Rutgers University Summer 20\_ Undergraduate Research Forum. New Brunswick, NJ. July 20\_.

## **HONORS**

Dean's List 6 of 6 semesters

Honors College Scholarship

Women in Leadership Scholarship

## MATT SMITH

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(732) 123-1234

- SUMMARY** Biological science – Economics double major with over 2 years of lab experience in a research and academic setting, 1 year of internship experience in a pharmaceutical company, and experience in genomic screening, chemical screening, and data analyzing seeks a research opportunity to apply:
- Advanced team-based experience reinforced by a strong work ethic and efficient project management
  - Extensive exposure to protocol setup and machine troubleshooting procedure and standards
- EDUCATION** **Rutgers University**, New Brunswick, NJ  
B.A. in Biological Science & Economics (Double Major), May 2016
- RELEVANT COURSES**
- |                               |                              |                         |
|-------------------------------|------------------------------|-------------------------|
| Advanced Cell Biology         | Business Policy and Strategy | Economic Development    |
| Human Anatomy/Histology       | Fundamentals of Cell Biology | Business Law I          |
| Basic Statistics for Research | Fundamentals of Neurobiology | International Marketing |
- PROJECTS** **Genome-Wide Screening and Physiological Responses of Saccharomyces**, 2014
- Utilized graphical aids, transformation, multi-collinearity, and stepwise tests to generate a final equation to predict the accident rate on different associate factors
  - Generated and predicted outcome on student interest by using different associate variables in the survey
  - Developed a special case algorithm to handle the missing values
- RESEARCH EXPERIENCE** **Rutgers University**, New Brunswick, NJ  
*Research Assistant*, September 2014 - Present
- Manage publication process, as first author, compiling and organizing data for principle investigator
  - Applied a genome-wide screening approach using *Saccharomyces cerevisiae* to identify and characterize resistance mechanisms against the volatile organic compound, 1-octen-3-ol
  - Studied the toxicity and effects of fungal VOC using different knockout strains of *Drosophila melanogaster*
  - Utilized site-directed mutagenesis to gain understanding of how plants sense their nutritional status with respect to macronutrient sulfur
  - Designed Macro-array to identify a plant pathogen called *Discula sp* which causes Dogwood Anthracnose
- Rutgers University**, New Brunswick, NJ  
*Laboratory Assistant* – May 2014 - September 2014
- Transformed yeast deletion library with plasmids harboring protein toxin genes (ricin, stx1, stx2, and PAP)
  - Identified resistant strains and analyzed the associated knocked out genes with bio-informatics tools
- WORK EXPERIENCE** **Sanofi-Aventis Pharmaceuticals, Inc.**, Bridgewater, NJ  
*Intern*, Summers 2014 - 2015
- Utilized Baseplate (TAP), Tecan Genesis 200, Matrix-Plate Mate, CyBio-well, Zymark plate labeler and REMPheat sealer for high- throughput chemical screening
  - Analyzed machine output and worked with vendor to perform machine troubleshooting for quality control
  - Applied Flexi weight from Bohdan for automated dry compound weighing
  - Utilized Kardex-- an automated dry compound storage for maintaining, pulling and retrieving drycompounds, per daily requests from Medicinal Chemistry and Biology groups
- HONORS & ACTIVITIES** EMT Trainee, 2011 - 2015  
Teaching Assistant, 2013 - 2015  
Omicron Delta Epsilon - The International Honor Society in Economics, 2013 – 2015
- SKILLS** *Technical:* Statistical Program: SAS (certified base programmer for SAS 9)  
Adobe Photoshop, Adobe Illustrator Microsoft Word, Excel, PowerPoint  
*Language:* Mandarin Chinese

# JOHN W. SMITH

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Xyz Road, Piscataway, NJ | john.w.smith@rutgers.edu | (732) 888-4444

## EDUCATION

**Rutgers University, School of Engineering**, New Brunswick, NJ

Bachelor of Science in Biomedical Engineering, Date

GPA: 3.883

## RELEVANT COURSES

Biomedical Devices and Systems with Lab

Biomedical Transport Phenomena

Bio MEMS/Bionanotechnology

Biomedical Kinetics and Thermodynamics

Tissue Engineering

Statistics for Research

Systems Physiology

Measurements and Analysis Lab

Biomaterials

Biomechanics

Numerical Modeling

Computer-Aided Drafting

## RELATED EXPERIENCE

**Department of Biomedical Engineering**, Rutgers University, *Research Assistant*, Date

- Determine differentially expressed genes from Inner Cell Mass (Embryonic Stem Cell) to various other stem cell types, such as neural, kidney, heart, and hematopoietic stem cells using RNA-Sequencing Analysis tools.
- Interpret acquired data for inclusion in a research paper with overall goal of future publication of methods and results

**LifeCell Corporation**, Branchburg, NJ, *Operations Intern*, Date

- Develop process flow diagrams, create detailed work instructions, and update existing operating procedures and batch records to assist with the successful launch of a new product in a regulated medical device industry
- Contribute to the planning and execution of an R&D throughput characterization study and an excel data analysis study aimed to reduce the amount of scrapped raw material.
- Assist with documentation, execution, and data acquisition during an Oracle Process Performance Qualification for a Porcine-based product and a Process Validation for a Human tissue product.

## TECHNICAL SKILLS

*Programming Languages:* Matlab, Java

*Applications:* Microsoft Office (Word, Excel, PowerPoint, Visio, Publisher), Excel Data Analysis, SolidWorks, ImageJ, Simulink, LabView, Linux OS

*Laboratory Skills:* Instron Machine Operation, Protein ELISA, Solution Preparation, Titration, Slide Preparation

## HONORS & ACTIVITIES

Aresty Undergraduate Research Fellowship, Date

LSAMP Research Grant, Date

Estate of E.M. Tommey Scholarship, Date

James J. Slade Scholars Program, Date

Innovative Senior Design Program, Date

BME Honors Research Academy, Date

Rutgers Academic Excellence Award, Date

RU James Dickson Carr Scholarship, Date

Dean's List, Date – Present

Alpha Eta Mu Beta Honor Society, Date

Engineering Governing Council, Date

## LEADERSHIP

**Delta Epsilon Iota Academic Honor Society**, *Corresponding Secretary*, Date

- Increased member participation via successful outreach campaign that conveyed crucial information regarding society events
- Collaborated with other executive board members to coordinate annual induction ceremonies and various general meetings

**Summer Camp**, Piscataway, NJ, *Site Supervisor*, Date

- Managed a campsite of 100+ campers ages 8-13, organized camp activities, and performed first aid when necessary
- Supervised twelve camp counselors as they mentored and participated in activities with campers
- Maintained all paperwork for the campsite including the timesheet recording, camper attendance, and incident reports

**Louis Stokes Alliance for Minority Participation Program**, *Ambassador*, Date

- Mentored effectively to facilitate the academic success of six first-year students by providing them with valuable study strategies
- Led group interviews for the LSAMP Ambassador selection process and evaluated the skills of all candidates
- Assisted with the planning and organizing of the successful LSAMP Mentor-Mentee Meet and Greet event

## RESUME ACTION VERBS AND ADVERBS by Skill Area

<i>Management/Leadership</i>	convinced	interpreted	motivated	provided	computed
administered	corresponded	interviewed	set goals	referred	developed
assigned	defined	invented	stimulated	rehabilitated	estimated
attained	directed	investigated	taught	resolved	forecasted
chaired	drafted	located	trained	simplified	managed
consolidated	edited	measured	transmitted	supplied	marketed
contracted	elicited	organized	tutored	supported	planned
coordinated	explained	researched		volunteered	projected
delegated	expressed	reviewed	<i>Creative</i>		reconciled
developed	formulated	solved	acted	<i>Organizational</i>	reduced
directed	influenced	summarized	composed	approved	researched
eliminated	interpreted	surveyed	conceptualized	arranged	
enhanced	interviewed	systematized	created	catalogued	<i>More Verbs...</i>
enforced	judged	tested	designed	categorized	achieved
established	lectured		directed	charted	completed
evaluated	marketed	<i>Technical</i>	displayed	classified	contributed
executed	mediated	applied	drew	coded	effected
generated	moderated	assembled	entertained	collected	electrified
headed	negotiated	built	fashioned	compiled	expanded
hired	observed	calculated	formulated	corresponded	improved
improved	participated	conserved	founded	distributed	navigated
incorporated	persuaded	constructed	illustrated	filed	negotiated
increased	presented	designed	introduced	generated	pioneered
inspected	promoted	determined	invented	implemented	perfected
instituted	publicized	developed	modeled	inspected	promoted
managed	reconciled	installed	originated	maintained	quoted
motivated	recruited	maintained	performed	monitored	reduced
organized	referred	operated	photographed	operated	resolved
oversaw	reported	programmed	planned	organized	sparked
planned	resolved	resolved	revised	prepared	spearheaded
presided	responded	specialized	shaped	processed	spoke
prioritized	spoke	upgraded		provided	succeeded
produced	suggested		<i>Helping</i>	recorded	supervised
recommended	synthesized	<i>Teaching</i>	advocated	reviewed	surpassed
reorganized	translated	adapted	aided	scheduled	transferred
reviewed	wrote	advised	answered	sorted	unified
scheduled		arranged	assisted	submitted	
strengthened	<i>Research</i>	clarified	cared for	standardized	<i>Adverbs</i>
supervised	analyzed	communicated	clarified	systemized	accurately
	clarified	conducted	counseled	updated	attentively
	collected	coordinated	diagnosed	validated	creatively
<i>Communication</i>	compared	critiqued	educated	verified	efficiently
addressed	conducted	developed	encouraged		intelligently
advertised	determined	enabled	facilitated	Financial	inventively
arranged	evaluated	evaluated	familiarized	analyzed	quickly
collaborated	examined	explained	furthered	appraised	responsibly
communicated	extracted	facilitated	helped	audited	successfully
composed	formulated	guided	influenced	balanced	uniquely
condensed	gathered	individualized	insured	budgeted	effectively
contacted	identified	instructed	mentored	calculated	