

Biotechnology Resume Project

By this time in your academic journey you may have created a resume for several reasons: college applications, to accompany an actual job search, or as a course assignment. The resume you create for this Biotechnology Resume Project will have many of the same elements of your current resume BUT will require a fair amount of revision to be tailored and appropriate for the *Biotechnology Industry*. Creating this resume doesn't have to be an intimidating task if you understand the goal of your biotechnology resume - **to generate interest and interviews!** It doesn't have to get you a job and it doesn't need to cover your life history. It simply has to pique the interest of the reader and answer the only question any recruitment official cares about: **Will this candidate add value to this company?** If your resume answers this question effectively, by clearly communicating your strengths, skills, and industry-valued abilities, then the potential employer will want to meet YOU! It really is that simple.

PROJECT TIMELINE and OVERVIEW

Day One - Research Job Postings/Create a List of Industry-Valued Skills and Abilities

In order to demonstrate your value effectively, you must know the current skills and abilities various potential employers are seeking in the biotechnology industry. Start by researching job postings of interest and pay close attention to the frequently-mentioned requirements. Immerse yourself in the field of biotechnology and learn as much as you can. Once you know what is important to employers you can target your resume to address those skills and abilities.

Day Two - Biotechnology Resume Design/Draft

Many students and recent graduates worry that they don't have enough experience to create a compelling resume. Once you start to think about your background, esp. in biotechnology, you'll be surprised at what you have to boast about. Begin by reviewing your professional laboratory notebook as well as **ALL** of your industry visits, fieldtrips and lab tours reflections. The content of your resume will be determined by these unique experiences and the background they provide. Your resume should include:

- Positive personal characteristics (i.e. Did you hold a leadership position? Principal Investigator?)
- Technical and computer skills (i.e. Gel Electrophoresis, Aseptic Technique)
- Coursework relevant to the biotechnology industry (i.e. Mammalian Cell Culture Workshop)
- Educational accomplishments (i.e. Did you pass the challenge exam? Mention GPA if it's over a 3.0!)
- Skills and experience gained during fieldtrips, internships, workshops or summer jobs
- Other **related** accomplishments (i.e. Science and/or academic awards, recognitions, etc.)
- Work History (Be sure to include any unpaid work if it relates to your targeted position)
- References (i.e. Individuals that can verify your skills, abilities, work history, etc.)

Day Two (cont.) - Resume Design

Students are often surprised to learn that resume “*design*” is just as important as “*content*”, but it’s absolutely true. Research suggests that your resume has less than 20 seconds to make the right impression, so it must be eye-catching and easy to read. To get ideas for layout and structure use online resources or go to the public library and study sample resumes written with students or recent graduates in mind. **NOTE:** Be certain to review the attached rubric before beginning the design of your resume!

As you work on your resume, keep your reader in mind and remember his/her basic concern: **Will this candidate add value?** If you answer effectively by highlighting relevant skills, personal characteristics and accomplishments, your resume will open the right doors and generate interviews.

Day Three – Evaluation of a Biotechnology Resume

So, how do you know if the resume you just created is effective or on the “right track” **BEFORE** submitting the document to a potential employer? It is important to have competent individuals **who possess industry experience and knowledge** review your resume before submission. Today you will evaluate a minimum of two resumes from other students in the SHS Biotechnology Program using the rubric attached. Each resume will include seven (7) sections (Heading, Objective, Education, Skills/Abilities, Activities/Honors, Work or Volunteer Experience and References) and be evaluated using the following criteria:

I. Meets Quality Standards (Earns between 10pts. to 8pts. or 5pts. depending on component)

FEEDBACK: Resume should effectively land you an interview. GOOD JOB!

II. Meets Minimal Standards (Earns between 7pts. to 5pts. or 4-3pts. depending on component)

FEEDBACK: Resume could land you an interview (borderline case). Resume is average, needs improvement to rise to the "top of the stack."

III. Does Not Meet Minimal Standards (Earns between 4pts. to 1pt. or 2-1pts. depending on component)

FEEDBACK: Resume needs significant improvement and would be discarded during screening by a potential employer.

Biotechnology Resume Rubric

Evaluator _____

Student (Author) _____

Class _____ Period _____

Instructions: Evaluate each component separately and indicate the points earned.

Component	Meets Quality Standards	Points	Meets Minimal Standards	Points	Does Not Meet Minimal Standards	Points
Format	<i>In addition to Minimal Standards:</i> -Sections attractively spaced -Sub-headings are bolded -Name & headings: appropriate font -Minimum ½” margin on all sides -Content is aligned appropriately on the page	10-8	-Uses 1 page -Sections are spaced -Headings are bolded and capitalized -Content indented under headings -Uses size 10-12 font, but only one font size used	7-5	-Exceeds 1 page -Sections poorly spaced -Headings not bolded or capitalized -Content not indented under headings -Use of boxes, graphics, shading	4-1
Heading	Name, address, phone #, & email	5	Name, address with zip, phone #	4-3	Incomplete information	2-1
Resume Sections	<i>Includes:</i> Heading, Objective, Education, Skills/Abilities, Activities/Honors, Work or Volunteer Experience and References	5	<i>Includes:</i> Heading, Objective, Education, Skills/Abilities, Work or Volunteer Experience (Reference NOT provided)	4-3	Not all required sections listed	2-1
Content	<i>In addition to Minimal Standards:</i> Skills/Abilities: Examples use power and action words (show results). Work/Volunteer: Experience includes detailed responsibilities.	10-8	Appropriate personal information Relevant skills/abilities supported by examples of experience and a complete Work/Volunteer experience.	7-5	Personal information includes age, soc.sec. #, ht., wt., religion. Skills/Abilities: Not relevant to job Incomplete Work/Volunteer experience information.	4-1
Grammar Punctuation Capitalization-Spelling	No errors	5	Up to 3 errors (note and correct)	4-3	More than 3 errors	2-1
Word Choice	Uses descriptive adjectives and Power –Action words	5	Uses phrases but word choice need development	4-3	Refers to self as “I” or “Me” Uses full sentences	2-1
Printing	-White or off-white quality paper -Printed on one side only -Type is crisp, clear, and dark -Simple font style is chosen	10-8	-White copy paper -Printed on one side only -Type is clear -Simple font style chosen	7-5	-White copy paper -Printed on both sides -Type is smudged or faint -Fancy fonts are used	4-1
	Subtotal points		Subtotal points		Subtotal points	

Total Points/50 (add all subtotals) _____

Comments _____

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