

BIOLOGY

Below is an example of a [job announcement](#). Your resume should address the qualifications and requirements for the position in the Skills/Qualifications section.

Job title: Nutritionist

Job Type: Full Time

Location: Coal Creek Family YMCA – Newcastle, Washington

As a part of one of the most respected non-profit organizations in the world, employees help to transform lives by encouraging healthy lifestyles and developing future leaders. Nutritionists work with YMCA members by giving them nutritional information for a healthier life in fun and compelling ways.

Job tasks include, but are not limited to:

- Providing curriculum to participants in effective, meaningful ways
- Encouraging group participation and interaction by facilitating commitment and retention of participants
- Creating a motivating, friendly, and non-competitive environment
- Fostering relationships with and between members

Qualifications:

Required:

- Minimum four-year degree in nutrition, biology, or related field
- Current first-aid and CPR certifications
- Prior experience teaching group nutrition education preferred
- Ability to set up, store, and move equipment

Desired:

- Knowledge of and experience in motivational interviewing
- Ability to motivate and educate members
- Ability to inspire and develop others
- Strong belief in and demonstration of the Y's core values – honesty, caring, respect, and responsibility

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

Joshua Adam Johnson
~~5300 Pacific Avenue SE~~
Olympia, WA 98506

Because employers rarely send anything by regular “snail” mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

(360) 234-6789

Joshua.johnson@stmartin.edu

Do not label these as “Phone:” or “e-mail” – it’s obvious what they are.
Also, make sure your email address is professional and includes only your name.

Profile: this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:

Recent graduate from Saint Martin’s University with a Bachelor’s degree in Biology.
Experienced in working with large groups of people of all ages in several capacities.

Skills and Qualifications This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Bachelor of Science in Biology from Saint Martin’s University
- 27 credit hours of coursework including *Medical Botany*, *Microbiology for Applied Health* and *Biological Research*
- Over two years’ experience working in research lab
- Excellent interpersonal, communication and motivational skills developed through several years of working with a variety of people in a camp setting

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

Education Bachelor of Science in Biology, Saint Martin’s University, Lacey, WA
Graduation date May 2016
Dean’s list, fall of 2015 (3.87 GPA)

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.

Omit high school!

Experience This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

2015-2016 University of Washington – Research Assistant

- Observed and aided in day-to-day lab activities
- Assisted in documentation of data
- Helped to obtain and test food samples for presence of microorganisms

2012-2014 Camp Counselor

- Led group activities and group discussions
- Aided in maintaining positive group environment and encouraged participation from all members, including staff

2012-2016 Office of International Programs and Development – Work Study

- Worked with and helped international students adapt to living in the United States
- Assisted in group activities and outings outside of campus
- Worked as a conversation partner with several non-English speaking students

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

Leadership Dean's list, fall of 2015 (3.87)

Saint Martin's basketball team member, 2012-2016

Society of Fellows member, 2013-2016

President of Biology Club, 2013-2014

Interests These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

Cover Letter Format

Your Address
City, State, Zip
Phone
E-Mail

This information may be at the top or after our name at the end.

Date

Name of Contact Person
Title
Organization
Street Address
City, State, Zip

Dear (Contact Person's Name):

Opening Paragraph: The reason you are writing.

State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators**.

Closing Paragraph: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

Sample Cover Letter

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
Joshua.johnson@stmartin.edu

June 27, 2016

Steve Miller, Human Resources
Coal Creek Family YMCA
13750 Newcastle Golf Club Rd
Newcastle, WA 98059

Dear Mr. Miller,

One of my former supervisors, Ms. Williams, at the University of Washington biology department referred me to your current job opening. I am very interested in furthering my career in the biology and health science fields, and this position would be a great place to start.

I am a recent graduate of the Saint Martin's University Bachelor of Science in Biology program. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. My time at Saint Martin's University involved an internship at one of the biology research labs at the University of Washington. The research project I participated in focused on food safety and the presence of harmful microorganisms in various foods. My studies and other experiences have given me the opportunity to not only gain knowledge in the field of food nutrition, but also develop my teamwork, leadership, communication and interpersonal skills.

I would appreciate the opportunity to meet with you and visit the Harborview Medical Center in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume