

EFFECTIVE CHRONOLOGICAL RESUME - BIOLOGY

John Smith

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[Hyperlink to LinkedIn page](#)

Summary of Qualifications

John has described his key strengths which are relevant to the position he is applying for.

- Strong research abilities developed in several Biology and Environmental Management courses
- Outstanding writing skills applied as a Newsletter Editor at Erindale Biology Society
- Commended by supervisors and group members for demonstrating well-developed problem-solving and communication skills in academic research projects
- Interest in ecology demonstrated as a member of the Geography Society

John has included all relevant details and uses highlights to make the information easier to read.

Education

University of Toronto Mississauga

September 2016 - Present

- Currently enrolled in 3rd year of studies
- **Majors:** Biology, Environmental Management
- **Related courses:** Introduction to Evolution and Evolutionary Genetics, Sensory and Cognitive Biology, Introductory Animal Physiology, Biometrics I and II, Experimental Design in Environmental Science, Field Methods in Physical Geography

Academic Experience

Field Research Project

August 2017 - December 2018

Field Methods in Physical Geography Course

- Collected tree data from several urban areas with great accuracy and attention to detail
- Conducted analyses of tree trait diversity by working with limited supervision in a lab environment, following background reading on selected topic
- Effectively presented research findings in a written report and an in-class presentation; proven ability to explain complex concepts into plain English
- Awarded A-

Research Project

January 2018 - April 2018

Introductory Animal Physiology Course

- Gained knowledge of various research techniques while working with partners in a lab environment
- Successfully developed research plans, applied various data collection techniques, and analyzed survey data; accurately followed the scientific method
- Contributed to smooth research operations and a productive work environment by leaving clear instructions to lab partners
- Awarded B+

John has included relevant academic projects as they show valuable experience and application of skills sought by the employer. You can add such academic projects and assignments, whether individual or group work, when they relate to the position.

www.utm.utoronto.ca/careers

Work Experience

Library Ambassador
University of Toronto Mississauga

August 2018 - Present

- Enhance the UTM academic experience by promoting the Library events and services to fellow students
- Assist in the planning and execution of events and team building activities, including Orientation Week, Library De-Stress Week and Library Tours
- Generate positive social relationships with fellow students by applying effective communication skills

John illustrates how he applied his skills and what outcomes were achieved.

Front Team Member
Tim Hortons

June 2017 - October 2018

- Proven track record for delivering excellent customer service
- Upsold new Maple Iced Capp by 10% through effective drink promotion
- Commended by store manager for resolving customer complaints with diplomacy and tact
- Performed regular count checks of product inventory and reported any discrepancies or shortages to the store manager

Within each section, John has listed his experience in reverse-chronological order by end date.

John's accomplishments are made concrete by describing specific results and numerical outcomes.

Extracurricular Activities

Member
Geography Society

September 2018 - Present

- Attend bi-weekly meetings to plan environmental activities and other ways to get students involved
- Record and distribute meeting minutes to all members, following specified guidelines
- Help plant trees and take care of vegetables, developed ability to work hands-on with minimal supervision

Newsletter Editor
Erindale Biology Society

September 2017 - April 2018

- Demonstrated strong critical thinking and problem solving skills by improving the society's newsletter and social media focus and content balance
- Improved club awareness and member involvement by assigning focused and relevant topics to content writers
- Ensured newsletters were distributed among club members and other UTM students in a timely manner

Interests

- Hiking, gardening, biking

John clearly makes a strong match between his experiences with the requirements of the position. Throughout his resume, John writes accomplishment-based statements and includes specific outcomes and numerical results to provide proof of his abilities.