

**VIJAY PATEL**

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**SUMMARY OF SKILLS**

- **Research/Writing:** conducted literature searches using PubMed and MED-LINE for independent research project; wrote clear and concise lab reports
- **Oral Communication:** communicated well with researchers and physicians in a variety of lab/health care roles; worked as a Sales Representative for two years
- **Database Management/Administrative:** effectively managed patient an academic records and maintained a patient database in a busy medical clinic

Vijay has described his research, communication (written and verbal) and database management skills as “key skills” because these skills were emphasized by the employer in the posting. Vijay has stated concrete examples as to how he has developed each skill. An effective summary section includes a maximum of 3-4 key skills which are prioritized based on relevance.

**EDUCATION**

**Honours Bachelor of Science, Biology/Psychology**  
University of Toronto Mississauga

June 2020

Attention is drawn to the relevant programs through the use of bolding.

**RELATED EXPERIENCE**

The use of the “Related Experience” heading enables Vijay to group experiences which are most related to work in research. These experiences are listed in reverse chronological order

**Evaluation of New Electron Impact Sources for GC/MS**

2017-2018

Independent Research Project, Biology Department, University of Toronto Mississauga

- Conducted research literature searches using PubMed and MEDLINE
- Maintained lab notes, entered data into MS Excel and prepared monthly updates for Research Supervisor
- Worked with minimal supervision to carry out reactions, collect data and analyze samples
- Received a grade of A+

**Research Assistant, Biology Dept., University of Toronto Mississauga**

Summer 2016

- Demonstrated a project on a novel biochemical marker, Chitotriosidase, to identify potential cases of Gaucher Disease
- Evaluated and compiled journal articles summarizing relevant assays to develop entire protocol for enzyme assay
- Used protocol to test 150 serum samples among three age groups and determine local reference values for each age group based on normal enzyme activity
- Techniques used: serum collection, buffers and chemical preparation, produce standard linear regression curve, and enzyme activities were determined by Spectrofluorometric (Kontron SFM 25)

Vijay has described an academic project in which he used PubMed and MEDLINE, demonstrating his use of these programs in coursework. He has listed this point first in his description as this is one of the aspects of his research project that most relates to the requirements of the Research Analyst position.

You can add such academic projects and assignments, whether individual or group work, to your resume when it relates to the type of position/industry that you are applying for

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## ADDITIONAL EXPERIENCE

Vijay has grouped his other experiences in an “Additional Experience” section. He put less emphasis on these experiences (e.g. fewer bullets), as compared to experiences listed on the 1st page in the “Related Experience” section.

**Administrative Assistant, Oakville Medical Clinic** 2018 - present

- Book appointments, manage the patient database, and prepare billing in a busy, multi-service medical clinic
- Screen patients in-person and over the telephone; when appropriate, refer to external resources for immediate physical and emotional care

**Member, Erindale Biology Society, University of Toronto Mississauga** 2017-2018

- Attended different events to share ideas with others and learn more about the field of biology
- Helped organize an event called “Options in Biology,” as part of a five-person volunteer team, to highlight the successes of alumni working in the sciences; over 50 students attended the networking event

*Vijay has quantified his results by using numbers to capture the size and extent of his achievements. He also focused on the most important points.*

**Sales Representative, GAP, Square One Shopping Centre** 2016-2018

- Provided outstanding customer service in the third largest store in Ontario and surpassed sales goals regularly
- Selected for ‘Employee of the Month’ for exceeding sales quota for three consecutive months

*Recognitions, drawing on comments from your performance evaluations and reference letters are excellent ways to demonstrate accomplishments.*

**Member, Hindu Student Council, University of Toronto Mississauga** 2016-2018

- Assisted in the setup and promotion of events such as Saraswati Pooja, Diwali Mela, and the Hindu Student Council Semi-Formal
- Encouraged students during Clubs Week to take part in the council by providing them with information about our organization; resulted performance in over 15 new student memberships that year

**Patient Volunteer, St. Michael’s Hospital** Summer 2015

- Engaged patients in conversation and provided them with their meal plans in a friendly manner
- Assembled patient charts carefully and ran errands to assist hospital staff; commended by staff for being efficient and thorough

## INTERESTS

*Interests can be those that are personal or related to your career interests. Be prepared in an interview to talk about your “career interests” should you list any.*

- Reading scientific journals, volleyball, travelling, canoeing

- *Vijay clearly makes a strong match between his experiences in work, school, and extra-curricular areas with the requirements of the Research Analyst position.*
- *His placement of a Summary of Skills at the beginning of his resume along with his use of a Relevant Experience section help to draw attention to the match.*
- *He effectively uses results-focused statements with supporting data to back up his points.*