

Jane Doe

123 Main Street, City, State ZIP | (123) 456-7890 | jane.doe@email.com

EDUCATION

Bachelor of Science in Biology, *State University*

Expected May 2025

GPA: 3.85 / 4.0

Relevant Coursework: Genetics, Molecular Biology, Organic Chemistry

EXPERIENCE

Research Assistant, Biology Department, State University

Sept 2023 – Present

- Assisted with data collection and analysis for plant genetics study.
- Maintained laboratory equipment and prepared chemical solutions.

Customer Service Associate, RetailMart

Summer 2022

- Provided excellent customer service in a high-volume retail environment.
- Processed transactions and managed inventory restocking.

LEADERSHIP & ACTIVITIES

Vice President, Biology Club

2023 – Present

- Organize events and guest lectures for 40+ club members.

Volunteer, Community Food Bank

2021 – 2023

- Assisted with food sorting and monthly donation drives.

SKILLS

- Laboratory Techniques: PCR, Gel Electrophoresis, Microscopy
- Software: Microsoft Office, Python (basic), R (basic)
- Languages: English (fluent), Spanish (conversational)