

UNDERGRADUATE SCIENCE RÉSUMÉ

For a review, e-mail: careers@utep.edu

See more
documents
here



Ben Biology

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Applying to Medical School in 20XX

EDUCATION

Bachelor of Science in Biological Sciences with a Biomedical Concentration 05/20XX
The University of Texas at El Paso (UTEP) Overall GPA: 3.75/4.00
Major GPA: 4.00/4.00

Honors & Affiliations:

Dean's List – Fall 20XX and Spring 20XX
Presidential Scholarship Award Recipient, Fall 20XX – Present

RESEARCH EXPERIENCE

Undergraduate Research Assistant 06/20XX–Present
Bioscience Research Laboratory with Dr. G. Mendel El Paso, TX

- Perform artificial fertilization research of approximately 30 ornamental plants to obtain new genetic variations
- Investigate the recurrence rate of hybrid forms within the same species and monitor the developmental patterns of hybrids in subsequent generations
- Meet weekly with Dr. Mendel to report findings and discuss needed adjustments

EXPERIENCE

Emergency Room Medical Scribe 08/20XX–Present
ScribeAmerica-Hospitals of Providence El Paso, TX

- Record comprehensive medical data, including history, physical exams, assessments, treatment plans, and test results, for 20 patients daily.
- Formulate charts in real-time as the provider assesses and examines patients
- Check the progress of labs, imaging studies and other patient data
- Retrieve and display current and past EKGs and imaging films for the provider
- Record provider-dictated diagnosis, prescriptions, and instructions for patient follow-up

Animal Care Attendant 07/20XX–12/20XX
Bosque Animal Clinic El Paso, TX

- Assisted veterinarian with an average of 40 weekly welfare exams
- Administered medication and medical attention to multiple patients as needed
- Monitored appetite and behavior to report to kennel staff
- Conducted general cleaning and sanitation of kennel area

AFFILIATIONS & ORGANIZATIONS

Member, Society for Advancement of Chicanos/Hispanics and Native Americans in Science 05/20XX–08/20XX

- Assisted in the planning and execution of fall recruitment events
- Fostered a supportive network for underrepresented minorities through SACNAS initiatives

Member, Medical Professions Organization 05/20XX–08/20XX

- Met weekly with other prospective medical school candidates to expand knowledge
- Engaged in monthly community service projects

SKILLS

- Knowledge of medical terminology
- Proficient in MS Word, Excel, and PowerPoint
- Familiar in Electronic Health Record (EHR) system
- Bilingual: English and Spanish (Fluent)

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Rv. 8/2023