

# STEVEN SOPHOMORE

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**Formatting:** Margins should be between .5-1” and font should be between 10-12 point.

**Contact Information:** Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional.

## EDUCATION

Saint Joseph’s University  
*Bachelor of Science in Biology*  
GPA 3.5/4.0

Philadelphia, PA  
May 2022

**Education:** For sophomores, it is recommended to have your high school mentioned in this section. Spell out “Saint”; list your degree (“Bachelor” not “Bachelors”); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; List GPA if above 3.0.

Archbishop Ryan High School  
*Diploma*

Philadelphia, PA  
June 2018

## PROFESSIONAL EXPERIENCE

University of Pennsylvania, School of Veterinary Medicine  
*Emergency Service Volunteer*

Philadelphia, PA  
December 2018-Present

**Quantify** your responsibilities and accomplishments when possible.

- Assist head doctors in emergency medical situations through maintaining a calm and collected manner at all times
- Provide necessary tools to perform emergency surgery operations
- Deliver blood tests to pathology labs and acquire medicine necessary for patient care
- Restock medical equipment and pharmaceutical drugs
- Work collectively with over 15 veterinary medical doctors and certified veterinary technicians

Saint Joseph’s University Summer Scholars  
*Summer Scholar and Undergraduate Research Assistant*

Philadelphia, PA  
January 2019-August 2019

**Achievement statements:** follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

- Examined the role of Myosin Ie in the cell migration of mouse melanoma cells using time-lapse microscopy
- Assisted in research done in preparation to be included in a paper to be published
- Analyzed data, problem solved, and adjusted to the dynamic variability of researching and using live cell lines resulting in a better understanding of the process

Saint Joseph’s University: Prof. Tudor’s Laboratory  
*Lab Work Study Student*

Philadelphia, PA  
September 2018-December 2018

- Performed necessary lab techniques (for example, making cells, PCR, and using lab tools including pipettes) to isolate DNA from predatory bacteria to determine the genes present within those bacteria

## LEADERSHIP EXPERIENCE

Biology Club, Saint Joseph’s University  
*Treasurer*  
*Member*

Philadelphia, PA  
September 2019-Present  
September 2018-May 2019

**Headings:** Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

Gamma Iota Sigma, Saint Joseph’s University Chapter  
*Member*

Philadelphia, PA  
September 2018-Present

**Section headings** should reflect the information in that section; tailor your sections to relate to the employer.

Lacrosse Team, Saint Joseph’s University  
*Division I Student-Athlete*

Philadelphia, PA  
September 2018-Present

- Awarded SJU’s Most Improved Player in the Fall 2016 season
- Managed time efficiently to devote 20 hours a week to practice while maintaining 12 credits and a 3.5 GPA

## CUSTOMER SERVICE EXPERIENCE

Philadelphia Hotel  
*Waiter and Front Desk Attendant*

Philadelphia, PA  
June 2017-August 2017

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

- Delivered the highest quality customer service to guests, focused on exceeding expectations
- Secured room reservations and assisted guests with check-in and check-out procedures