

Joseph Gregory

jlgregory@gmail.com, (608) 555-1234

Current: 123 University Avenue, Madison, WI 53706
Permanent: 1234 Wemming Way, Milwaukee, WI 53131

Objective

To obtain a research position in the biotechnology industry allowing me to apply my unique combination of technical and interpersonal skills.

Education

University of Wisconsin-Madison

Bachelor of Science, May 2008

Major: Biochemistry

GPA: 3.7 / 4.0

Honors and Awards

Steenbock Scholarship

Undergraduate Research Scholar

Dean's List, six semesters

Relevant Courses

Advanced Biology

Organic Chemistry

Food Microbiology

Host-Parasite Interactions

Biochemistry

Bacterial Genetics

Prokaryotic Microbiology

General Genetics

Zoology

Research Experience

Undergraduate Research Assistant

October 2007 – Present

UW-Madison Center for Biology Education

- Maintained murine macrophage cell lines utilizing aseptic technique
- Worked as a team to investigate the transcriptional regulation of macrophage function in the immune system
- Prepared stock solutions, reagents, various types of media, and performed routine autoclaving

Laboratory Technician

January – November 2006

UW-Madison Biochemistry Department

- Formulated quantitative assay to measure activity of enzyme Pectin-Methylesterase of *Pseudomonas solanacearum* using an indicator that reacted with the product of the substrate
- Cloned a GFP (Green Fluorescent Protein) expression vector into *Pseudomonas solanacearum*
- Continually commended for quality and efficiency of work

Laboratory Techniques

Proficient: RNA/DNA/Protein Isolation

HPLC/FPLC

ELISA

DNA Cloning

Western Blot

Familiar: Protein Digestion

IR Spectrophotometry

Volunteer Experience

Pianist, UW Hospital and Clinics

December 2007 – Present

- Performed music in the main atrium of the hospital

Committee Member, Wisconsin Union Directorate

May 2007 – August 2007

- Planned and organized seasonal activities for the community
- Participation exceeded expectations set by supervisor

References for Jobs

What to include:

1. Your identifying information. Make sure that the font, style, and formatting of your contact information is the same on your resume and references page – i.e. copy the header from your resume
2. Name of reference, their job title and organization name
3. Reference's full address, phone number, e-mail address, and possibly a fax number
4. Your past or present relationship to the person

Whom to ask:

1. You will want to list 3-4 people as references
2. You can ask current or former work supervisors, professors, advisors, chairs of volunteer or student organizations; the idea is to have professional references (as opposed to personal) who are able to speak about your work style, personality, or other things that may be important for what you are applying for
3. Stay in contact with your references and let them know when they may be contacted – send them your current resume, cover letter, and the position description you are applying for, to prepare them

Example:

<p style="text-align: center;">Joseph Gregory jlgregory@gmail.com, (608) 555-1234</p> <p style="text-align: center;">Current: 123 University Avenue, Madison, WI 53706 Permanent: 1234 Wemming Way, Milwaukee, WI 53131</p> <p>References</p> <p>Shirley Thompson, Undergraduate Research Scholars Program Director University of Wisconsin-Madison Room 123 South Hall Madison, WI 53706 608.555.1234 thomps@wisc.edu Relationship: Advisor</p> <p>Jenni Smith, Professor of Biology Center for Biology Education 1234 Genetics-Biotech Center Building, Henry Mall Madison, WI 53706 608.555.1234 jsmith25@wisc.edu Relationship: Current Supervisor</p> <p>Timothy Kilpatrick, Program Director Wisconsin Union Directorate, Memorial Union 123 Langdon Street Madison, WI 53706 608.555.1234 tkilpat@wisc.edu</p>

References should not be placed on the resume itself. Instead, it is a good idea to have a separate sheet of references, printed on the same type of paper as your resume. Bring a couple copies of your references (preferably printed on resume paper) along with extra copies of your resume to the job interview.