

Sample Skills Résumé

Judith M. Auclair

415 Cedar Lane
Pittsburgh, Pennsylvania 15243

phone: (412) 555-5555
e-mail: judy@school.edu

Objective

A position as an assistant biology technician at Quartet Labs.

Skills and Abilities

Attention to Detail

- Produced accurate and precise scientific logs and word-processed reports, charts, and graphs
- Managed greenhouse at school garden, labeling and tracking growth of seedlings in flats

Hardworking

- Logged 90 hours outside of school to complete senior biology project. Topic: Finding the Causes and Cures of Plant Disease
- Worked a part-time job at Mercy Hospital from the age of 16 while maintaining a 3.5 G.P.A.
- Reliable and dependable, with a good work ethic

Technology Skills

- Executed PowerPoint presentation on laboratory safety procedures to group of 40 students, teachers, and parents
- Participated in school-to-work program, studying ways organisms fight infections and assisting scientists as laboratory aide
- Demonstrated "Excellence" on school's Career-Based Technology Indicators during all four years of high school
- Geometry, physics, and physical science skills

Communication Skills

- Cooperate well with others
- Volunteer on school's Student-to-Student Moderation and Negotiation Board

Education

Associate Degree in Plant Pathology, Pennsylvania Technical College (in progress)
High School Diploma, Polytech High School, Swissvale, Pennsylvania, 2002

Activities and Awards

Member of SkillsUSA-VICA, Vocational Industrial Clubs of America;
Awarded 2nd place in SkillsUSA-VICA state Quiz Bowl competition
Member of the Living Classroom Committee