

Sample Resume-Internship

Fanny Flyer

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- OBJECTIVE** A summer research internship in the field of Biology. Available May 20XX.
- EDUCATION** *University of Dayton, Dayton, OH*
Bachelor of Science Degree in Biology May 20XX
Minor: English GPA: 3.2/4.0
- COMPUTER** MS Office and Adobe PageMaker
- LAB SKILLS** Cell fractionation by differential centrifugation RNA analysis extraction and fractionation, membrane isolation, Lipid extraction techniques
- RELATED EXPERIENCE** *Summer Research Intern* Summer 20XX
Marshfield Clinic, Kettering, OH
- Learned advanced research techniques under the supervision of a research scientist
 - Contributed to special projects in the laboratory
 - Practiced and instructed others in lab safety procedures
 - Maintained records of data, research and test results
- ADDITIONAL EXPERIENCE** *Student Worker and Hall Secretary* August 20XX-May 20XX
University of Dayton, Office of Residence Life, Dayton, OH
- Provided information to current and incoming students, parents, and visitors about University Residence Halls
 - Acted as a liaison between administrators and those with questions about halls
 - Assisted with office tasks, including data entry and mailings
- Cashier* October 20XX-December 20XX
Sodex/Marriot Food Services, Kettering, OH
- Interacted with customers in a fast-paced environment
 - Handled cash transactions
 - Completed specific tasks within set deadlines
- HONORS/ ACTIVITES** Dean's List, Presidential Scholarship, Arts and Entertainment Committee, Intramural Sports, Christmas on Campus, Habitat for Humanity
- REFERENCES** Available Upon Request