



# Jane Researcher

(xxx) xxx-xxxx, student1@stu.mcphs.edu

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## EDUCATION

**Massachusetts College of Pharmacy and Health Sciences**, Boston, MA

*Degree Program (example: Bachelor of Science in XXX, Doctor of Pharmacy)*, anticipated May 20xx

Honors: Dean’s List, Alumni Scholarship

**LICENSURES & CERTIFICATIONS** (included here or under the Skills section; do not include in both places)  
List licensures/certifications, including CPR, First Aid, CNA, EMT, etc., with license number (if applicable) and expiration date.

## WORK EXPERIENCE

**Office of Dr. Patel**, Boston, MA

May 20xx

*Office Assistant*

- Use accomplishment statements to explain what you did and your actions’ impact.
- Whenever possible, quantify the number of people/items/data that you worked with. (Use *present tense* for verbs describing jobs that you are *currently* performing.) **USE THIS FORMAT FOR ALL OF THE FOLLOWING SECTIONS.**

**Rosie’s Restaurant & Pizzeria**, Boston, MA

February 20xx-Present

*Wait Staff*

- Interact with.....
- Provide.....
- Lead.....

## LEADERSHIP

**Massachusetts College of Pharmacy and Health Sciences**, Boston, MA

20xx-Present

*Peer Mentor, Center for Campus Life*

- Lead.....

## COMMUNITY SERVICE

**Community Center**, Boston, MA

20xx-Present

*After-School Tutor*

- Tutor.....
- Supervise.....

**Greater Boston Food Bank**, Boston, MA

20xx-20xx

*Outreach Assistant*

- Managed.....

## SKILLS

- **Laboratory:** Refer to the “Handouts” section on the Career Development Center Blackboard for information on laboratory skills.
- **Licensures/Certifications:** See note above.
- **Languages:** List the languages you speak and your fluency level. If you claim to be fluent in a language, you must be able to conduct an interview in that language. Do not include English, as it is assumed you are fluent.
- **Computers:** List Microsoft Excel, PowerPoint, Word, and any other relevant software programs and computer skills.



## Ashley M. Scientist

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### Education

#### **Massachusetts College of Pharmacy and Health Sciences**

Boston, MA

*Degree Program (example: Bachelor of Science in XXX, Doctor of Pharmacy), anticipated May 20xx*

### Public Health Experience

#### **Boston Public Health Commission**

Boston, MA

*Public Health Advocate Intern*

May 20xx-Present

- Conduct.....
- Collaborate.....
- Maintain.....

#### **Massachusetts Department of Public Health**

Boston, MA

*Contact Tracer*

November 20xx-June 20xx

- Worked in collaboration.....
- Communicated.....
- Collected and recorded.....
- Followed.....

#### **Dana-Farber Cancer Institute**

Boston, MA

*Health Education Specialist Intern, Pediatrics*

July 20xx-December 20xx

- Created.....
- Assisted.....
- Collaborated.....

### Additional Experience

#### **Home Depot**

New Haven, CT

*Cashier*

August 20xx-September 20xx

- Provided.....
- Monitored.....
- Assisted.....

### Skills

Language: Spanish: fluent (reading and spoken)

Laboratory: Molecular cloning, recordkeeping, proper sterilization

Technical: Epic, RXNT, AdvancedMD EHR



**John B. Cardinal**  
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**EDUCATION**

**Massachusetts College of Pharmacy and Health Sciences, Boston, MA**  
*Bachelor of Science in Health Psychology, Premedical Track, anticipated May 20xx*  
GPA: 3.67/4.00

**HEALTHCARE EXPERIENCE**

**Emerson Hospital, Concord, MA** November 20xx-Present  
*Patient Care Assistant*  
• Provide.....  
• Care.....  
• Assist.....

**LEADERSHIP**

**Massachusetts College of Pharmacy and Health Sciences, Boston, MA** January 20xx-Present  
*Brain Cell, Admissions Office, October 20xx-Present*  
• Lead.....  
• Train.....  
• Supervise.....  
• Develop.....  
*Peer Mentor, Center for Academic Success and Enrichment, January 20xx-Present*  
• Plan.....  
• Organize.....  
• Coordinate.....

**EXPERIENCE**

**American Red Cross, Boston, MA** September 20xx-Present  
*Outreach Coordinator*  
• Help.....  
• Lead.....  
• Fund raise.....  
• Attend.....

**Special Olympics, Providence, RI** May 20xx-August 20xx  
*Volunteer*  
• Assisted.....  
• Oversaw.....  
• Evaluated.....