

PERSONAL INFORMATION

Muster / Mario-Maria



 23, Musterstr., 12345, Musterhausen, Germany

 +49-30-00000000  +49-1000-0000000

 Mario-Maria.muster@musterorg.com

Sex Male | Date of birth 01/01/2000 | Nationality German

JOB APPLIED FOR

Physical laboratory technician

WORK EXPERIENCE

09/2012 – 01/2013

Biology laboratory technician

Biologische Musteranstalt

Musterstr. 70, 12345 Musterstadt, Germany

www.biologische-musteranstalt.com

Business or sector pharmaceutical industry

Main responsibilities:

- assemble, maintain and operate the lab equipment
- assist scientists in observing experiments and calculating and recording results from those experiments

EDUCATION AND TRAINING

09/2009 – 09/2012

Biology laboratory technician

Biologische Musteranstalt

Musterstr. 70, 12345 Musterstadt, Germany

www.biologische-musteranstalt.com

Business or sector pharmaceutical industry

Lise-Meitner-Schule

Lipschitzallee 25, 12351 Berlin, Germany

www.osz-lise-meitner.eu

Business or sector vocational secondary school

Extended information on acquired laboratory skills see annex

09/1995 – 08/2008

Abitur (university entrance qualification, comparable to “A-level certificate”)

Ernst Reuter Gymnasium, Musterstadt; Musterland

09/1989 – 06/1995 **Mittlerer Schulabschluss comparable to “General Certificate of Secondary Education” (GCSE)**
 Berta Bechthold Schule, Musterstadt, Musterland

PERSONAL SKILLS

Mother tongue(s) German

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B1	B2	B2	B2
Polish	A2	B1	A2	A2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills ▪ Good verbal and written communication skills gained through my school lessons and experience in different working groups

Organisational / managerial skills ▪ Flexible & adaptable, able to work individually and well organized

Job-related skills ▪ Able to work well individually and within a team, friendly

Computer skills ▪ Good command of Microsoft Office™ tools
 ▪ Programming in C
 ▪ LabView

Other skills ▪ Playing guitar

Driving licence ▪ B

ADDITIONAL INFORMATION

Projects ▪ 09/08 – 06/09 gap year taken to work as a volunteer in environmental projects
 Musterinstitution, Mustergasse 1, 12345 Musterdorf, Land

ANNEXES

▪ Extended information on acquired laboratory skills

Annex 1

Extended information on acquired laboratory skills

Biology

- introduction into microscopic drawing
- haematology: manual blood count (erythrocytes, leucocytes)
- blood typing
- Bio 1
- Bio 2
- Bio 3
- Bio 4
- Uswusf.

Microbiology

- Bacterial culture: plate culture, liquid microbial culture
- isolation of pure cultures: streak plate method
- classification of bacteria by gram staining
- MiBi 1
- MiBi 2
- MiBi 3
- ...

Mammalian cell culture

- maintaining cells in culture
- passaging / subculture / splitting cells
- ...

Molecular Biology and Biochemistry

- polymerase chain reaction (PCR)
- isolation of nucleic acids (genomic DNA, plasmid- DNA)
- High-performance liquid chromatography (HPLC)
- sodium dodecyl sulphate polyacrylamide gel electrophoresis (SDS-PAGE)
- immunological assays: Western blot, ELISA
- protein quantification: Biuret
- Biochemie 1
- Biochemie 2
- Biochemie 3
- Biochemie 4
- ...

Chemistry

- acid-base titration (conducting meter / digital potentiometer)
- thin layer chromatography
- Chemie 1
- Chemie 2
- Chemie 3
- Chemie 4
- ...