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| PERSONAL INFORMATION | Muster / Mario-Maria |
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| Bewerbungsfoto | 23, Musterstr., 12345, Musterhausen, Germany |
| +49-30-00000000  +49-1000-0000000 |
| Mario-Maria.muster@musterorg.com |
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|  |
| Sex Male / Female | Date of birth dd/mm/yyyy | Nationality German |

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| JOB APPLIED FOR | ………. technician |

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| WORK EXPERIENCE |  |

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| 09/2012 – 01/2013 | Biology laboratory technician |
| Biologische Musteranstalt  Musterstr. 70, 12345 Musterstadt, Germany  [www.biologische-musteranstalt.com](http://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 |
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| EDUCATION AND TRAINING |  |

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| 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](http://www.osz-lise-meitner.eu)  Business or sector vocational secondary school  Extended information on acquired laboratory skills see annex |  |
| 09/1995 – 08/2008  09/1989 – 06/1995 | Abitur (university entrance qualification, comparable to “A-level certificate”)  Ernst Reuter Gymnasium, Musterstadt; Musterland  Mittlerer Schulabschluss comparable to “General Certificate of Secondary Education” (GCSE)  Berta Bechthold Schule, Musterstadt, Musterland |

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| PERSONAL SKILLS |  |

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| Mother tongue(s) | German | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | B2 | B1 | B2 | B2 | B2 |
|  |  | | | | |
| Polish | A2 | B1 | A2 | A2 | B2 |
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|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

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

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

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

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

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| Other skills | * Playing guitar |

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| Driving licence | * B |

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| ADDITIONAL INFORMATION |  |

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

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| ANNEXES |  |

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|  | * Extended information on acquired laboratory skills |

Annex 1

Extended information on acquired laboratory skills

Biology

* introduction into microscopic drawing
* preparation of animals: vertebrates (mouse, rat)
* histology sample preparation: fixation, processing, embedding, sectioning
* restraint and handling of animals (mouse, rat): injections, euthanasia
* haematology: manual blood count (erythrocytes, leucocytes)
* preparing of thin blood smears
* blood typing

Microbiology

* Bacterial culture: plate culture, liquid microbial culture
* isolation of pure cultures: streak plate method
* classification of bacteria by gram staining

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)
* restriction
* ligation
* transformation of bacteria
* agarose gel electrophoresis
* High-performance liquid chromatography (HPLC)
* sodium dodecyl sulphate polyacrylamide gel electrophoresis (SDS-PAGE)
* immunological assays: Western blot, ELISA
* protein quantification: Biuret

Chemistry

* acid-base titration (conducting meter / digital potentiometer)
* thin layer chromatography