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| --- | --- |
| PERSONAL INFORMATION | Muster / Mario-Maria |
|  |
| Bewerbungsfoto |  23, Musterstr., 12345, Musterhausen, Germany |
|  +49-30-00000000  +49-1000-0000000 |
|  Mario-Maria.muster@musterorg.com |
|  |
|  |
| 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 MusteranstaltMusterstr. 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 technicianBiologische MusteranstaltMusterstr. 70, 12345 Musterstadt, Germanywww.biologische-musteranstalt.comBusiness or sector pharmaceutical industryLise-Meitner-SchuleLipschitzallee 25, 12351 Berlin, Germany[www.osz-lise-meitner.eu](http://www.osz-lise-meitner.eu)Business or sector vocational secondary schoolExtended information on acquired laboratory skills see annex |  |
| 09/1995 – 08/200809/1989 – 06/1995 | Abitur (university entrance qualification, comparable to “A-level certificate”)Ernst Reuter Gymnasium, Musterstadt; MusterlandMittlerer 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 |
|  |  |
| 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 userCommon 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