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List course titles for resumes going out to non-FAS faculty.

Education

Harvard University
BA in Biology expected June 2009
Science Courses taken to date: Life Sciences 1a – Introduction to the Life Sciences
Chemistry, Molecular Biology, and Cell Biology; LS 1b – Introduction to
Genomics, and Evolution; MCB 52 – Molecular Biology; Math 21a – Multivar
Chemistry 17 – Principles of Organic Chemistry; Chemistry 27 – Organic Chem
Physical Sciences 2 – Mechanics, Elasticity, Fluids, and Diffusion
Cumulative GPA: 3.6; Science GPA 3.9
Plan to attend graduate school in neurobiology upon completion of undergraduate

Cambridge, MA

List all courses related to science such as computer science, math and statistics.

GPA is optional, put it in if it's good.

Not necessary unless you really know what you are doing

Keep the awards and honors list brief – list the most significant and science related ones.

Masconomet Regional High School, Class of 2005 Boxford, MA
Academic Honors: Rosie O'Grady Scholarship
National Merit Scholarship Program Letter of Commendation, 2004
AP Scholar, Jones Memorial Prize for Chemistry, June 2004

Work Experience

Summer 2003 – Dog trainer, Welland Kennels, Boxford, MA
Summer 2004 - Research assistant in Cardiac Physiology Lab
Mass General Hospital, Boston, MA
September 2005 - December 2006 – Unilu Homeless Shelter Volunteer
Volunteer coordinator for program that brings dogs to visit shut-in elderly

List all jobs related to science. If you haven't any experience in science field, it is OK to list other jobs.

Laboratory Experience

One summer of research in cardiology lab at Mass General Hospital working with Dr. Gerald Blotz. Helped harvest and grow cardiac cells in culture.

Laboratory skills – Cell culture, microscopy, gel electrophoresis, FACS analysis.

Keep Activities to one line if possible.

Activities

Harvard Equestrian Team, piano, HRO.

Keep the research description brief. You can elaborate in your letter. Cite any papers for which you are an author or have an acknowledgement.
Lab skills – even if you don't have previous research experience, you have lab skills. List the techniques that you have learned in your course labs – PCR, DNA purification, gel electrophoresis, etc.

Keep the whole document to one page if possible.