

# Kaylee Williams

Forensic Science Professional with Impeccable Attention to Detail

555 555 5555

myname@noemail.com

City, State

LinkedIn/in/myname

## FORENSIC LAB TECHNICIAN SKILLS & KNOWLEDGE

- ✓ **Fundamental Chemical Principles** ▶ Solid knowledge of chemical kinetics and thermodynamics, intermolecular forces, advanced chemical equilibria, and oxidation/reduction; achieved 95% in the course.
- ✓ **Forensic Chemistry** ▶ Hands-on experience with forensic chemistry procedures and commonly used laboratory instrumentation. Demonstrated ability to use presumptive testing, blood alcohol measurements, controlled substance analysis, explosive residue analysis, and ignitable liquid residue analysis; achieved 94% in the course.
- ✓ **Forensic Trace Analysis** ▶ Proficient in using foundation tools for analyzing forensic trace evidence such as hair, soil, glass, paint, and other trace material; achieved 97% in the course.
- ✓ **DNA Analysis** ▶ Excelled in using serological and DNA laboratory techniques associated with forensic casework through assessments related to examining and identifying bodily fluid stain, DNA extraction, genotyping, quantitation, and PCR amplification; achieved 91% in the course.
- ✓ **Forensic Toxicology** – Adept with procedures utilized in forensic toxicology, including specimen types, sample preparation, instrumentation, analytical methods, and interpretation of findings; achieved 93% in the course.
- ✓ **Human Osteology** – Completed an intensive course on the human skeletal system, with a laboratory practicum focused on identifying fragmentary skeletal elements and their osseous structure; achieved 92% in the course.
- ✓ **Bloodstain Pattern Analysis** ▶ Shone in the bloodstain pattern analysis course, which included lecture and laboratory components, demonstrating theory and scientific principles behind analysis methods through laboratory analysis on various bloodstains; achieved 98% in the course.
- ✓ **Medicolegal Death Investigation** ▶ Understand death investigation history, purpose, and legal underpinning to handle evidence appropriately and follow public safety and evidence processing protocols.
- ✓ **Medical Terminology** ▶ Strong command of medical terminology and procedures with the ability to recognize, understand, spell, and pronounce terms used in the field.

*Strong Scientific Foundation with Excellent Administrative and Technical Skills to Ensure Evidence Integrity*

## AMERICAN ACADEMY OF FORENSIC SCIENCES (AAFS)

**Active Student Affiliate Member** ▶ Leveraged the opportunities provided by AAFS to optimize professional growth and engage with professionals within the forensic science community.

## EDUCATION

**Certificate in Medicolegal Death Investigation** • Syracuse University

**Bachelor of Arts in Forensic Science** • George Mason University

## FORENSIC PATHOLOGY INTERNSHIP

County Medical Examiner's District • City, State

Jan 2022 – Apr 2022

### FORENSIC PATHOLOGY INTERN

- **Trace Evidence Section** – Engaged with a 4-member team to learn and demonstrate the ability to effectively use *Oxford Inca Gunshot Residue Analysis Software* to analyze specimens.
- **Chemistry and Toxicology Laboratory** – Communicated with a 7-member team to learn and demonstrate the ability to complete serological screening for the presence of blood and semen, as well as STR-based DNA testing from probative evidence to provide DNA results from blood or semen stains, saliva sources, weapons, condoms, and epithelial cell sources.
- **Morgue Services** – Worked with a 5-member Forensic Autopsy Technician team and a Forensic Pathologist to assist with evisceration, photography, radiographic exams, measurements, procurement of biological samples, and evidence packaging, demonstrating strong evidentiary preservation skills.
- **Policies and Practice** – Praised for following all laboratory policies, having excellent laboratory practice, and using proper scientific methodology throughout the internship.

*Provide Trustworthy, Objective Data that can be relied upon by the Judicial System*

## Résumé Strategy

This energetic new graduate requested a one-page resume as she had just graduated and was hitting the ground running to apply for positions in her field. With many graduates, competition is steep. She insisted on a one-page resume solely focused on her forensic background skills and experience. This new graduate secured a job in her field within a month.

A profile summary section was not used; instead, a 'Forensic Lab Technician Skills and Knowledge' section was leveraged to immediately provide the reader with specific skills in an organized and succinct manner.

This résumé is completely ATS friendly. The color bars were made using a table with borders and shading.

A clean and memorable font was used for her name and section titles.

The name and contact information section is also a table.

The bullet points are symbols from MS Word.

Below is a snapshot of the resume in plain text (.txt) format to demonstrate that it is ATS friendly.

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Kaylee Williams
Forensic Science Professional with Impeccable Attention to Detail
) 555 555 5555
* myname@noemail.com
+ City, State
8 LinkedIn/in/myname

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