

Sam Student

555 W. 91st, Apt. 123
Hays, KS 67601

(785) 628-4260
student@mail.fhsu.edu

- Objective** To obtain a dental assistant position and in the process, increase my knowledge about dentistry and help me gain experience in my journey to applying for dental school.
- Education** **Bachelor of Arts in Chemistry**, May 20__
Fort Hays State University Hays, KS
Overall GPA: 3.67 on 4.0 scale
- Qualifications**
- Excellent written and oral communication skills
 - Computer experience with Microsoft Word, Excel, PowerPoint, Access.
 - Strong organizational and interpersonal skills
 - Fluent in German
- Employment History**
- Pharmacy Technician**, June 20__ - Present
U-Save Pharmacy, Hays, KS
- Assist Pharmacist with filling and refilling prescriptions
 - Consult with doctors on outdated or non-refillable prescriptions
 - Assist in bubble-packing and billing nursing home prescriptions
 - Process insurance claims for customers
- Career Ambassador**, August 20__ - May 20__
U-Save Pharmacy, Hays, KS
- Helped students construct and develop a professional resume, cover letter, and adequate interviewing techniques
 - Answered phones, set up meetings, and filed paperwork
 - Presented career related topics to various classes/organizations
 - Assisted with annual Career Day and Teacher Career Fair
 - Managed Jobs For Tigers, a part-time job program
- Honors/ Activities**
- Chemistry Club Scholarship, Hays City Silver Award, Chemistry Club, Biology Club, Pre-Med/Professional Club, Student Alumni Association, Dean's Honor Roll, Alpha Lambda Delta, Who's Who Among College Students
- Volunteer Experience**
- Participant in American Cancer Walk-A-Thons
 - Counseled and tutored the English language
 - Knights of Columbus Holiday Food Drives
 - Hoisington Tornado Disaster Cleanup Crew
- References** Available upon request

Your Name

321 Main St.
Hays, KS 67601

(785) 555-5555
name@mail.fhsu.edu

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|-------------------------|---|
| EDUCATION | Bachelor of Science in Chemistry , May 20xx Emphasis: Forensic Science Fort Hays State University, Hays, KS Overall GPA: 3.52 on 4.0 scale |
| RELEVANT COURSES | University Chemistry, Chemical Analysis, Organic Chemistry I and II, Problems in Chemistry, Survey of Physical Chemistry, Forensic Chemistry, Physics I and II, Calculus Methods, Administration of Justice Systems |
| INSTRUMENTAL EXPERIENCE | Nicolet 205 Fourier Transform Infrared Spectrometer Shimadzu QP-5000 Gas Chromatograph- Mass Spectrometer System Varian EM-360 Nuclear Magnetic Resonance Spectrometer (H-1 and C-13) |
| RESEARCH EXPERIENCE | Research Project , Spring 20xx, Fall 20xx Dr. Loretta Dorn, Research Director, Fort Hays State University, Hays, KS <ul style="list-style-type: none">- Develop an effective and efficient procedure to study the effects of protein content in leaves from Madagascar on lemur consumption patterns |
| WORK EXPERIENCE | Laboratory Assistant , August 20xx - Present Chemistry Department, Fort Hays State University, Hays, KS <ul style="list-style-type: none">- Prepare the chemicals and equipment needed for experiments for multiple laboratory classes Resident Manager , January 20xx - Present Stadium Place, Fort Hays State University, Hays, KS <ul style="list-style-type: none">- Train, evaluate and supervise 15 Para-Professional Resident Assistant staff members, as well as chair the All-Hall Activities Board that develops and implements programs for over 450 residents Resident Assistant , August 20xx - January 20xx Stadium Place, Fort Hays State University, Hays, KS <ul style="list-style-type: none">- Mediated conflicts, confronted policy infractions, and provided counseling, as well as developed and implemented programs for 50 residents |
| HONORS AND ACTIVITIES | Member of the Chemistry/Pre-Professional Club Student Affiliate of the American Chemical Society Volunteer at Fort Hays State University Science Days Member of the National Society of Collegiate Scholars Member of Phi Eta Sigma-Interdisciplinary Honor Society |
| REFERENCES | Available upon request |

Taylor James

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Hays, KS 67601

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(785) 555-0000

Objective

Ambitious student with strong laboratory skills and impressive research experiences seeking entry-level biochemical research position.

Education

Bachelor of Science in Chemistry, May 20xx

Concentration: **Biological Chemistry**

Fort Hays State University, Hays, KS

Overall GPA: 3.52 on 4.0 scale

Related Coursework

- Immunology
- Bioinformatics
- Genetics
- Vertebrate Biology
- Instrumental Analysis
- Intermediate Organic Chemistry
- Physical Chemistry I and II
- Molecular & Cellular Biology

Relevant Experience

Teaching Assistant, Spring 20xx - Present

Organic Chemistry Course, Fort Hays State University, Hays, KS

- Monitor students' laboratory activities and assist students with laboratory techniques
- Provide out-of-class help to students having difficulties with course content
- Examine lab notebooks for proper scientific format

Researcher, May 20xx - August 20xx

FHSU Genomics Initiative, Fort Hays State University, Hays, KS

- Constructed a partial genetic map for the genome of nitrogen fixing a venelandii
- Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen
- Developed the mutants for two malate dehydrogenase genes
- Performed growth curves to determine the purpose of four mutants in a tumefaciens for malate dehydrogenase

Student Researcher, Fall 20xx

Molecular & Cellular Course, Fort Hays State University, Hays, KS

- Generated gene disruption mutations in agrobacterium tumefaciens and examined phenotype
- Examined biochemical pathways of agrobacterium tumefaciens using bioinformatics tools

Extracurricular Involvement

Vice President, August 20xx - Present

Biology Club, Fort Hays State University, Hays, KS

- Scheduled speakers to appear on campus and organized senior presentations for biology and biochemistry majors

References

Available upon request