

Lewis Sanders

603 Park Avenue Greenville, MS 38701 (662) 846-4646 lsanders@aol.com

Summary of Skills

Ability to Multi-task • Goal Oriented • Strong Computer Skills • Capable Leader
Team Player • Willing to Relocate • Enjoys New Challenges • Appreciates Aspects of Scientific Research

Education

20XX-Present	Delta State University Bachelor of Science Major: Biology, Minor: Chemistry, GPA 3.8 Anticipated Graduation Date: December 20XX	Cleveland, MS
---------------------	---	----------------------

Experience

20XX-Present	Delta Regional Chemical Company <i>Research Assistant</i> <ul style="list-style-type: none">• Assist in maintaining insect colonies• Use laboratory equipment to prepare chemical solutions• Perform routine compliance, environmental, and inventory audits• Conduct field samples of molecular and biochemistry experiments	Stoneville, MS
---------------------	--	-----------------------

Spring 20XX	Baxter Laboratories <i>Chemical Laboratory Intern</i> <ul style="list-style-type: none">• Analyzed samples and materials from assembly line• Clarified findings with onsite chemists• Projected outcomes for experiments• Created spreadsheets regarding conclusions of data	Cleveland, MS
--------------------	---	----------------------

20XX-20XX	Delta State University <i>President-Biology & Chemistry Student Society</i> <ul style="list-style-type: none">• Assisted in re-establishing the club• Revised the club constitution with help from faculty• Wrote a successful \$500 grant to promote need for lab materials• Participated in Healthy Campus Initiative Events	Cleveland, MS
------------------	---	----------------------

20XX-20XX	Delta State University, College of Education <i>Student Office Assistant</i> <ul style="list-style-type: none">• Assisted Dean's secretary in daily office tasks• Provided help to faculty to prepare for classroom lectures• Designed spreadsheet to conduct student data	Cleveland, MS
------------------	--	----------------------

Honors and Activities

- Dean's List
- Alpha Epsilon Delta Honor Society
- Beta Beta Beta Honor Society
- Volunteer American Cancer Society
- Vice President, Alpha Beta Gamma Fraternity

**DO NOT DUPLEX
OR STAPLE
ACTUAL RESUME!**

Lewis Sanders

603 Park Avenue Greenville, MS 38701 (662) 846-4646 lsanders@aol.com

References

Dr. Kevin L. Shelton

Former Supervisor / Lead Researcher

Delta Regional Chemical Company

Cleveland, MS 38733

662-846-0000

shelton@drcc.com

Mr. George C. Thomas

Former Supervisor

Baxter Laboratories

Cleveland, MS 38732

662-846-1111

thomas@baxter.com

Dr. John Tifticjian

Academic Advisor / Chair, Biological & Physical Sciences

Delta State University

Cleveland, MS 38733

662-846-2222

jtiftic@deltastate.edu

Dr. Thomas Johnson

Dean, College of Education

Delta State University

Cleveland, MS 38733

662-846-3333

tjohns@deltastate.edu

**DO NOT DUPLEX OR
STAPLE ACTUAL
RESUME**

Lewis Sanders

603 Park Avenue Greenville, MS 38701 (662) 846-4646 lsanders@aol.com

June 10, 20xx

Mr. John Scott
Pharmeduim, Inc.
612 Sunrise Drive
Cleveland, MS 38732

Dear Mr. Scott:

I am interested in the pharmaceutical technician position at Pharmedium, Inc. I have the intellectual capacity, skills and ability to make a significant contribution to the success of your organization.

I received my Bachelor of Science degree in Biology from Delta State University in May 20XX. I have learned a great deal about the study of life, plants, animals, and medicine in the classroom through observation, hands-on and field experiences. I have a well-formed educational background, and I am looking for an opportunity to utilize my skills and knowledge within your organization.

The pharmaceutical technician position at Pharmedium, Inc. matches my awareness and abilities. I am excited about the opportunity of joining the team and working closely with other technicians. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Lewis Sanders

Lewis Sanders

Enclosure

Biology Interview Questions

- Describe your own strengths, particularly those strengths that will help you to excel in this field.
- What classroom experiences do you feel have best prepared you for a career in Biology?
- You mention a number of career related skills on your resume. Tell me what you know about:
- What experiences have you had related to research?
- What qualities do you have that make you an effective researcher?
- What do you know about the company?
- Aside from classroom texts and experimentation, what journals or professional articles are you currently reading for professional development?
- You have prepared a report for the organization's advisory board. All the facts included in the report have been documented, checked, and double-checked. However, one of the supervisors states that the report is incorrect and demands that you make the correction. What is your response?
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Who created the two-part naming system used in biology?
- What is an organ that belongs to more than one organ system?
- How does the odor of flower petals help pollination?
- What are the complementary base-pairing rules for biology?