

**Austin Mosis**  
DSU Box 3174  
Cleveland, MS 38733  
(662) 846-4646  
[cdoe@okra.deltast.edu](mailto:cdoe@okra.deltast.edu)

**SAMPLE  
RESUME**

**Skills**

**Analysis/ R&D**

- Developed new techniques in gas analysis, Improved procedures of hydrocarbon analysis, Set up a well organized filling system for analysis data

**Instrument Knowledge**

- Perkin Elmer Sigma 2100, 2000, Glow Mac, Beckman E2 Oxygen Analyzer, Thermoelectron, Delphi A & D

**Research**

- Conducted a research study analyzing the DNA of healthy cells in AIDS patients, Conducted research comparing the effects of different medications used to treat AIDS patients

**Education**

20XX – 20XX

**Delta State University**  
*Bachelor of Science in Chemistry*  
GPA 3.2

**Cleveland, MS**

**Experience**

20XX – Present

**Cleveland Explosive Labs**  
*Research Lab Assistant/Intern*

**Cleveland, MS**

- Ran and maintained high – pressure liquid chromatography system for proteins, Prepared standards and titration of antibodies used by the department for RIA's, Conducted Radioligand binding studies with leukotrienes, Purified polymorphonuclear leukocytes and monocytes, Operated the spectrophotometer to obtain concentrations

20XX – 20XX

**Moonstone and Wicca Company, Inc.**  
*Engineering Department, Intern*

**Cleveland, MS**

- Assisted a DuPont Test Specialist in the operation of a two column distillation pilot plant

**Honors**

Beta Beta Beta  
Hope Scholarship  
Excellency in Research Award

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**SAMPLE  
REFERENCE PAGE**

## **References**

**Dr. Charles Smithhart**

Associate Professor of Chemistry  
DSU Box 3262  
Delta State University  
Cleveland, MS 38733  
662.846.4477

**Dr. Alline P (Rie) Somlai**

Associate Professor of Chemistry  
DSU Box 3262  
Delta State University  
Cleveland, MS 38733  
662.846.4479

**Mr. James Newton**

Director, Cleveland Explosive Labs  
1102 Sharpe Avenue  
Cleveland, MS 38732  
662.843.6265

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**SAMPLE  
Cover Letter**

October, 12, 20XX

Mr. Ken Watanabe  
Director of Research  
West Coast Chemicals, Inc.  
22 Main Street  
Crockett, CA 98772

Dear Mr. Watanabe:

In May 20XX, I will graduate from the Delta State University with a bachelor's degree in chemistry. I read of your opening for a chemist on *SFGate.com*, and I am very interested in the possibilities it offers. I am writing to explore the opportunity for employment with West Coast Chemicals.

The advertisement indicated that you are looking for someone capable of conducting basic laboratory research in a self-directed fashion. I believe my resume outlines a work and education history that you will find interesting and relevant. Beginning with a part-time job in a local laboratory while in high school, I gained some research experience after my senior year. My college major has included a variety of theoretical courses as well as a great deal of laboratory experience, including two internships. I am a hard worker, focused, and capable of producing high-quality and thorough work under time constraints.

I have had considerable laboratory experience at DSU and I am thoroughly familiar with all the equipment you mention in your ad. In addition, I have good research skills, and my computer skills are excellent.

I would like to meet with you to discuss how my education and experience would be consistent with your needs. If you have any questions or require additional information, please contact me at (415) 555-1111.

Sincerely,

*Austin Mosis*

Austin Mosis

Enclosure

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ACTUAL RESUME**

### **Chemistry Interview Questions**

1. Tell us a little more about your professional experiences, particularly those not mentioned on your resume.
2. What made you apply for this position?
3. Why are you interested in leaving your current assignment and why do you feel that this assignment would be better for you?
4. How does this position fit into your overall career goals?
5. Describe the duties of your current job.
6. What do you dislike most about your current job?
7. What are some things you particularly liked about your last job?
8. What is your favorite part of your current job and why is it your favorite part?
9. What are the three academic courses that best prepared you for your current job?
10. Discuss the committees on which you have served and the impact of these committees on the organization where you currently work.
11. Starting with your last job, tell me about any of your achievements that were recognized by your superiors.

### **Job specific/Technical Skill**

1. What is the best method of creating a \_\_\_\_\_? (a relevant task or duty)
2. Describe two or three major trends in your profession today.
3. Why did you choose this profession/field?
4. What new skills have you learned over the past year?
5. How do you keep current with what's going on in your company / your industry/ your profession?

6. On the basis of the information you have received so far, what do you see as the major challenges of this position and how would you meet them?
7. What qualities or experiences make you the best candidate for this position?
8. Tell us how you would learn your new job in the absence of a formal training program.
9. What new programs or services would you start if offered the position?
10. Please share with us your philosophy about customer service in an academic environment and give us some examples of service that would illustrate your views.
11. What would you most like to accomplish if you had this job?

### **Behavioral**

1. Describe what you would say if asked to talk about yourself in a group of 15 people.
2. If someone told you that you had made an error, describe how you would react and what you would say in your defense.
3. If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?
4. You are a committee member and disagree with a point or decision.
5. You are angry about an unfair decision.
6. Suppose you are in a situation where deadlines and priorities change frequently and rapidly.
7. How do you know when you are stressed?
8. What do you do to de-stress?
9. Tell me about a time when you were a part of a great team.
10. What was your part in making the team effective?

### **Relationships/Interpersonal Skills**

1. Describe your ideal job.
2. Describe the best boss and the worst boss you have ever had.
3. What would your coworkers or your supervisor say about you?
4. How much supervision have you typically received in your previous job?
5. What is important to you in a company? What things do you look for in an organization?

### **Handling Conflict**

1. Can you describe how you go about solving problems? Please give us some examples.
2. What is the biggest conflict you have ever been involved in at work? How did you handle that situation?
3. Describe a situation in which you did "all the right things" and were still unsuccessful. What did you learn from the experience?
4. Think about an instance when you were given an assignment that you thought you would not be able to complete. How did you accomplish the assignment?
5. Have you ever had a great idea but been told that you could not implement it? How did you react? What did you do?
6. Can you think of a problem you have encountered when the old solutions didn't work & when you came up with new solutions?
7. Where do you disagree with your boss most often? How did you handle the last time he/she was wrong and you were right?
8. How do you work with new and weak members of your group?

### **Work Style**

1. Do you prefer working alone or in groups?
2. What kind of people do you find it most difficult to work with? Why?
3. What would you say is the most important thing you are looking for in a job?
4. What were some of the things about your last job that you found most difficult to do?
5. What kind of things do you feel most confident in doing?
6. What things give you the greatest satisfaction at work?
7. Were you ever in a situation where you had too many things to do in the time available? What happened and how did you handle it?
8. What kind of people do you feel represent a challenge to work with and how do you best deal with them?

### **Performance Measures**

1. Describe how you determine what constitutes top priorities in the performance of your job.
2. What are your standards of success in your job? OR In your position, how would you define doing a good job? On what basis was your definition determined?
3. Tell me about your last performance appraisal. In which area(s) were you most disappointed?
4. What was your worst mistake last year, and how did you deal with it?