

Joe Electron
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Contact information and position applying for made clear at top of resume.

OBJECTIVE To secure a position as an Analytical Chemist I

EDUCATION **Bachelor of Science in Chemistry** December 2003
Michigan State University, East Lansing, MI
GPA 3.3/4.0

Major, degree, and graduation date stated.

WORK EXPERIENCE

Research Assistant I, Department of Chemistry, Michigan State University. August 2002 – April 2003

- Investigated botanical extracts for a third-party corporation
- Made daily material orders and maintained solution stocks
- Determined plant hydrocarbon content by gas chromatography

Directed Individual Study, Department of Chemistry, Michigan State University. May – December 2002

- Synthesized phosphoamines using microwave technology as an eight-month project under the direction of Dr. Ingo Jones
- Research included column purification of crude compounds, distillation of reactants, and NMR analysis of product

These examples both explain what was done and identify skills developed.

Bartender/Server, Blahnik's Steak House. January 1999-July 2002

- Promoted teamwork in a fast paced restaurant
- Maintained a large base of customers by being committed to excellent service
- Exceeded average sales for ten consecutive weeks

VOLUNTEER ACTIVITIES

Chairperson, Interfraternity Council, Michigan State University. June 2001-May 2002

- Convened and led weekly meetings of officers from 10 fraternities
- Appointed representatives and supervised committee work
- Organized three fundraising activities which raised approximately \$20,000
- Member of Delta Psi Phi Fraternity

Quantify your experiences if possible. How many? How much?

LAB TECHNIQUES

TLC	HPLC	GC	MS
GC-MS	Spec 20	IR	NMR
Molecular Modeling	Condensation Reflux	Spectroscopy	

By including the names of specific techniques, you increase the chance of a scanner looking for keywords pulling up your resume.

Portfolio available upon request