

This resume belongs to a graduating senior in Microbiology.
Note how the resume and cover letter are customized to the
company and the job applied for!

The Job Applied For:

Snig Labs: QC Analyst I - Quality Control

AutoReqId: XYZ-001

Division: Global Pharmaceutical R and D

Job Description:

- Performs routine assay analysis.
- Performs environmental monitoring, reviews EM data.
- Participate in the validation of equipment, HVAC, methods and processes.
- Conduct data entry & trend analysis of data.
- Participate and perform special studies & projects assigned to microbiology.
- Autoclave QC micro equipment.
- Receive & release QC micro media, buffer solutions and supplies.
- Follow proper safety measures and policies of the lab and ABC while working in the lab.
- Participate in investigations for OOS test results.
- Revise SOPs when necessary.
- Tracking calibration of equipment.
- Perform microbial identifications of isolates.

Skills/Experience Requirements: Familiarity with cGMP and computer skills a plus.

Education Requirements:

BS in Microbiology, Biology, Cell Biology; or equivalent experience. 0-2 years experience in a pharmaceutical or biotech environment.

“cGMP” is “Current Good Manufacturing practices”

OR

Cyclic Guanosine Monophosphate

Make sure you know which is relevant for the position!

A helpful tool:

<http://www.acronymfinder.com/>

BTW: OOS = Out of Specification

Bacilli Spartan
7 Green Street
East Lansing, MI 23444
517-355-5555
Bacili5@msu.edu

Make your contact information and position applying for clear at the top of your resume.

OBJECTIVE: To secure a position as a QC Analyst I with a leading pharmaceutical company.

EDUCATION:

State your major, degree, and graduation date

May 2003

Bachelor of Science in Microbiology. Michigan State University. East Lansing, MI

WORK EXPERIENCE:

Jan. 2003-present

Contract Lab Technician, Wingo Dairy, Okemos, MI

- Conducted *E. coli* screening of food products following FDA standards and regulations
- Worked in accordance with cGMP's and SOP's
- Maintained calibration of equipment and laboratory notebook

Oct. 2002-Jan. 2003

Research Assistant I, Michigan State Medical School Cancer Research Facility. East Lansing, MI

- Ensured complete documentation of incoming pathology specimens in lab database
- Prepared tissues for DNA extraction
- Conducted DNA extraction and D-HPLC using WAVE, PCR, nested PCR
- General use and trouble shooting of all equipment including sequencer and WAVE
- Writing and review of lab protocols
- Assay validation, QA/QC, TOPO TA cloning

Both explain what you did and identify skills you developed.

Jan. 2002-Oct. 2002

Research Assistant, Department of Microbiology, Michigan State University

- Worked in lab of Dr. Beau Archer, studying molecular pathogenesis of *Clostridium ickyens*
- Conducted Southern and Western hybridization, RFLP, DNA isolation, PAGE, PFGE, gel extraction of DNA, phage transformation, TOPO TA cloning, PCR
- Preparation of media and solutions
- Autoclaving and maintenance of aseptic techniques

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

COMPUTER SKILLS:

Microsoft Office, MS Word, MS Excel, Photoshop, General Web skills

ACTIVITIES:

Hubbard Hall Student Government
Microbiology Club—MSU Student Chapter Member
Habitat for Humanity Volunteer

Nov. 2001-present

Sept. 2001-present

Spring Break 2002 & 2003

Bacilli Spartan
7 Green Street
East Lansing, MI 48822
(517) 555-5555

Always have a
date on your
correspondence!

January 30, 2003

Mr. Duane Pipe
Snig Laboratories
Global Research and Development
100 DNA Way
Chicago, IL 44023-1789

Dear Mr. Pipe:

Attached please find my resume, which I am sending via e-mail in response to your website advertisement for a QC Analyst I in Quality Control (Staffing Job Code: XYZ-001).

Clearly state job title and where you saw the listing.

As you see on my resume, in addition to meeting the demands of a full-time academic schedule, I also built up two years of experience in molecular techniques, working as a lab technician in a variety of research and medical laboratories. This experience gave me the opportunity to work closely with a team of chemists and bioengineers, and helped me to understand the importance of Good Lab Practices and validation procedures.

Snig has proven itself a pioneer in adapting new molecular technologies for the health of human kind. It's been fifteen years since Snig introduced Epigen, the first drug produced by genetically engineered bacterial synthesis, and Snig continues to be foremost in the field. I would be very excited to become a part of this industry leader. I believe my experience and enthusiasm would make me a valuable addition to the Snig team.

Immediately
give the
recruiter a
reason to
keep reading
with a
reference to
experience
directly
relevant to
job

Thank you for your time and consideration.

Sincerely,



Bacilli Spartan

Demonstrate that
you have
researched the
company.

Attachment