

First M. Last

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EDUCATION

West Virginia University, Morgantown, WV
Doctor of Philosophy in Chemistry Candidate
GPA: 4.0

Expected: May XXXX

West Virginia University, Morgantown, WV
Master of Science in Chemistry
GPA: 4.0

May XXXX

Example University, City, State
Bachelor of Science in Biochemistry
GPA: 3.2

May XXXX

RESEARCH EXPERIENCE

Research Assistant

August XXXX-Present

West Virginia University, *Morgantown, WV*

- Synthesize organic ligands and inorganic compounds using anaerobic techniques
- Characterize products with ¹H, NMR, UV-visible, and IR spectroscopies
- Measure interactions of the complexes with duplex DNA via melting curves
- Present posters at one regional and two local meetings

Collegiate Leaders in Environment Health Internship

August XXXX-May XXXX

NIOSH, *Morgantown, WV*

- Purified recombinant proteins and blood/plasma using HPLC, FPLC, and column chromatography techniques
- Tested swabs for drug products for verification of cleaning process
- Followed SOPs, EP and OSHA regulations

TEACHING EXPERIENCE

Teaching Assistant

August XXXX-May XXXX

West Virginia University, *Morgantown, WV*

- Maintained courses with high-quality learning content, assessments, outcomes, modules, projects, quizzes, and finals
- Prepared clear course expectations, course materials, lesson plans, evaluations, and timelines in syllabus
- Challenged, engaged, encouraged, and communicated with 60 students learning progress per semester
- Completed grade books, final grades, evaluations, and responded to student questions in a timely manner with mutual value and respect

PUBLICATIONS

- Authors. Name of the Article Published. Submitted to Lancet for publication. (Use your field's citation method)
- Authors. Name of the article to be published. Lancet [In press].

PRESENTATIONS

- Presentation or Conference Name. "Title". Location. November XXXX. (Use your field's citation method)
- Presentation or Conference Name. "Title". Location. November XXXX. (Use your field's citation method)
- Presentation or Conference Name. "Title". Location. November XXXX. (Use your field's citation method)

SHADOWING EXPERIENCE

Orthopedic Surgery – Dr. John Doe March XXXX
WVU Medicine, Ruby Memorial Hospital, *Morgantown, WV*, 4 hours

Pediatrics – Dr. Courtney Billings January XXXX
WVU Medicine, Ruby Memorial Hospital, *Morgantown, WV*, 5 hours

Family Medicine – Dr. Levi Smith October XXXX
WVU Medicine, Physician Office Center, *Morgantown, WV*, 4 hours

TECHNICAL SKILLS

- ^1H , ^{13}C , ^1H - ^1H COSY NMR Spectroscopy
- IR, GCMS and UV Spectroscopy
- Chromatography (gas, thin layer, column)
- Preparation of microscope slides and blood samples
- Staining procedures, including Globin IHC trials, Ferric Ferricyanide, Erythrosine B, and Acid Elution
- Accurate record keeping in a laboratory notebook

ADDITIONAL EXPERIENCE

Library Assistant January XXXX-Month XXX
WVU Downtown Library, *Morgantown WV*

- Performed general administrative duties to support professional staff and assist students with research
- Maintained a comfortable environment in the library to enhance the student experience
- Designed a presentation, published to the university website, outlining how to most effectively use all of West Virginia University's amenities when undertaking a research project

Customer Service Associate January XXXX-Month XXXX
Marshall and Company, *Washington, PA*

- Served customers making various payment transactions
- Processed cash advances quickly and accurately to employees, resulting in being honored as Employee of the Month three times
- Balanced cash receipts of previous days and compiled daily report for the auditing department, eliminated the need for a second shift employee, saving the company over \$2,000 per month

RELEVANT COURSEWORK

Experimental Physical Chemistry, Biochemistry Wet Lab, Analytical Chemistry, Statistical Inference, Organic Chemistry

CERTIFICATIONS

American Chemical Society Certification Month XXXX

AWARDS AND HONORS

WV Promise Scholarship August XXXX-Present
William R. and Phylis T. Moore Organic Chemistry Scholarship August XXXX-Present
WVU President's List Fall XXXX, Spring XXXX

PROFESSIONAL ASSOCIATIONS

Member, Organization Name, Institution (Ex. WVU) January XXXX-Present
President, Organization Name, Institution (Ex. WVU) March XXXX-June XXXX
Member, Organization Name, Institution (Ex. WVU) May XXXX-August XXXX

CONFERENCES

ICNP – Spoke on a panel about Cisco networking Month XXXX
PepsiCo – Diversity and inclusion seminar Month XXXX

COMMUNITY INVOLVEMENT

Volunteer, Student Ambassador Program, *Morgantown, WV* March XXXX-June XXXX

- Mentored a new graduate student transitioning into the graduate program
- Met with mentee and answered any questions or gave advice where vital for success in the program

Volunteer, Stepping Stones, *Morgantown, WV* March XXXX-June XXXX

- Mentored up to 100 children ages 6-17 with disabilities through recreation and personal development activities
- Participated in events such as Car Raffle for fundraising, Trunk or Treat for outreach, Special Olympics practice and Miss Ability Pageant

Volunteer, Mountaineer Guide, *Morgantown, WV* June XXXX-October XXXX

- Represented WVU brand for University open house events guiding 50 or more people around campus
- Guided 2-10 football recruits and families on football game days answering any questions about the University

REFERENCES

Dr. First Last
Title
Organization
Street Address
City, State Zip
(XXX) XXX-XXXX
example@mail.wvu.edu

You can list your references one after another, most relevant to you at the top.