

**Annotation Key:**

GM: Sentence-level clarity (grammar and mechanics)

DD: Visual design (document design and graphics)

ORG: Organizational clarity (document structure)

Lafayette, IN 47904  
December 6, 2006

See Purdue's OWL at the address below if you have further questions on cover letters.  
<http://owl.english.purdue.edu/owl/>

The first paragraph introduces Karcher, states the position he is interested in, and briefly discusses his education.

Dr. Jeff Firkins  
Search Committee Chair  
Department of Animal Sciences  
2029 Fyffe Road  
Columbus, OH 43210

Dear Dr. Firkins:

I am writing to apply for the assistant professor of animal sciences with emphasis in poultry cell biology as advertised at the Poultry Science annual meeting. I am a graduate student at Purdue University working on my dissertation under the advising of Dr. Todd Applegate. I expect to complete my Ph.D. by May of 2007. My commitment to conducting and publishing quality research and experience with outreach programs declare me a suitable candidate.

The second paragraph discusses why Karcher is qualified for the position.

My main research interest is growth and development of food producing avian species in particular broilers, ducks, and turkeys. My dissertation, *Growth Factor Ontogeny in the Avian Embryo and Hatchling*, explores the effects of insulin-like growth factors (IGF) on the development of the gastrointestinal tract (GIT). I have published one chapter of my dissertation, which explored the concentration changes of IGF in the allantoic and amniotic fluids present during incubation. In an attempt to further understand the influence of IGF on GIT development, I am evaluating the abundance of IGF message present within the GIT and intestinal changes correlated with development using quantitative real-time PCR. I will also visualize location of IGF message with in situ hybridizations and evaluate tight junction closure using transmission electron microscopy. Overall, these experiments should depict a picture of how IGF influences GIT development during the last days of incubation and the first few days following hatching.

The third paragraph discusses his future research goals, which show his ambition. This also helps the employer decide if he is a proper fit for the position.

I envision future experiments continuing to focus on GIT development and function. Several experiments stemming from my dissertation could be conducted to evaluate other growth factors and their potential roles during development. Working with Dr. James Bitgood for my Masters from the University of Wisconsin, I am aware of the genetic lines developed by Dr. Nestor. I see collaborative studies being conducted to evaluate the differences in these lines and influences on the GIT development from nutritional, physiological, and developmental perspectives.

Karcher mentions that his work will be beneficial to Ohio. When writing a cover letter, be clear about how you can help the employer, not how the employer can help you.

**The vast experience I have with extension will facilitate the development and implementation of outreach programs within Ohio.** Having obtained a Bachelors of Science in Agricultural Education, I have had the opportunity to study and design outreach programs. I was actively involved with 4-H and FFA poultry workshops and contests during my time at the Ohio State University. I also interned for the Ohio Poultry Association. The internship provided me the opportunity to meet and network with numerous poultry producers throughout the state. While working on my Masters, I

Note: To enhance readability when creating professional documents, make sure the introduction is no longer than eight lines and the other paragraphs are no longer than ten lines each.

Note the use of keywords such as "outreach programs." It is good to show the employer you know about their institution.

GM: Be careful to proofread your cover letter to avoid grammatical errors. EG: Instead of typing "my" he accidentally typed "by." Spelling errors could harm your reputation enough to prevent you from gaining an interview.

was able to implement a poultry quiz bowl providing opportunities to youth. I also had the opportunity to serve as a teaching assistant with the Midwest Poultry Consortium classes. This allowed me the chance to visit with professors and industry people from around the Midwest gathering information about various aspects of the industry and outreach programs present within other states. While outreach programs for youth are important, I believe outreach programs aimed toward producers are vital in identifying major issues within the poultry industry.

I am aware of [outreach programs] to address youth involvement, however, programs addressing overall poultry issues like welfare and behavior need to be explored. I also believe programs could be developed to address specific issues identified within the layer, broiler, and turkey sectors of the industry.

I have worked to develop my leadership skills, and have enhanced my leadership style by participating in numerous organizations. I am currently serving as a co-chair for the student committee in the Poultry Science Association as well as being elected to the Board of Directors as student liaison. My active participation in the Purdue Graduate Student Government (PGSG) has afforded me the opportunities to be committee member, committee chair, and a graduate assistant to the organization. As the graduate assistant to the PGSG, I was responsible for making contact with all department heads to obtain graduate student representation from the department. I also contacted and organized several breakfasts with one of the Deans of the Graduate School to obtain feedback from graduate students on their experiences at Purdue. Through participation in various organizations, I have been able to work with individuals from different departments in order to achieve a common goal.

I am committed to research and extension at a university level and would value the opportunity to add my expertise to the department. I have included [by] curriculum vitae and references and would be happy to forward to you any other desired documentation upon request. [Thank you for your consideration] and [I look forward to hearing from you.]

Sincerely,

Darrin M. Karcher

Always remain courteous in your cover letters and thank the hiring professional for their time.

You should include some statement saying that you will contact them or that they will contact you.

Enclosures

When you are sending a cover letter through the mail and it has a resume included, note on your cover letter that you have enclosed your resume and/or a list of references.

DD: This CV has very effective use of white space and has good organization, which contributes to this document's readability. Note: when you look at this document from a distance, the name is the most visible item on the document, which is a technique people use to have their names stand out when applying for jobs.

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<http://owl.english.psu.edu/owl/>

# Darrin M. Karcher

## Office Address:

West Lafayette, IN 47906  
(765) [REDACTED]  
[REDACTED]@[REDACTED]

## Home Address:

Lafayette, IN 47904  
(515) [REDACTED]

## EDUCATION

**Doctorate of Philosophy, Poultry Development/Physiology**, Expected May 2007  
Purdue University, West Lafayette, Indiana

**Dissertation:** "Growth factor ontogeny in the avian embryo and hatchling"  
Advisor: Todd Applegate

**Master of Science, Poultry Genetics**, August 2003

University of Wisconsin, Madison, Wisconsin

**Thesis:** "Integrating the chicken classical linkage group II and the new consensus molecular map"

Advisor: James Bitgood

**Bachelor of Science, Agricultural Education**, June 2001

The Ohio State University, Columbus, Ohio

## RELATED EXPERIENCE

### Research

**Research Mentor**, Purdue University, July 2006 – August 2006

- Supervised visiting Chinese undergraduate during short-term research project
- Instructed student on laboratory procedures
- Assisted student in helping to analyze collected data
- Advised student on preparing and presenting research topic in seminar format

**Graduate Research Assistant**, Purdue University, August 2003 – present

- Design and conduct experiments to measure growth factors within the gastrointestinal tract of developing embryos
- Supervise and coordinate help for other experiments
- Present data at national conferences
- Perform data entry and analysis using SAS software program

GM: Make sure to use active verbs. Note: under Research Mentor, 3<sup>rd</sup> Bullet. This statement sounds more compelling when it is rephrased to "Helped a student to analyze collected data."

***Research (continued)***

Graduate Research Assistant, University of Wisconsin, August 2001 – July 2003

- Aided in reproducing over 20 genetic chicken lines
- Screened for genetic markers using PCR procedures
- Performed data entry and analysis using Minitab software program

Farm Worker, The Ohio State University Poultry Farm, September 1997 – June 2001

- Responsible for daily care of university flocks
- Assisted with egg processing and grading

Marketing Intern, Ohio Poultry Association (OPA), August 1998 – May 2000

- Promoted the OPA by orchestrating omelet breakfasts across the state
- Staffed OPA booths at trade shows
- Managed the OPA food booth at the Ohio State Fair
- Administered promotional pamphlets and memorabilia to school groups and community organizations to promote the poultry industry
- Corresponded with poultry companies in the state of Ohio

Membership Intern, Ohio Cattlemen's Association (OCA), January 1998 – June 1998

- Contacted and renewed OCA member's memberships
- Recruited new OCA members at various trade shows
- Solicited exhibitors for the OCA Trade Show
- Administered promotional pamphlets and memorabilia to school groups and community organizations to promote the cattle industry

Lab Assistant, The Ohio State University, September 1997 – June 1998

- Assisted graduate student with sample collection and grinding
- Used bomb calorimeter for sample analysis

***Extension***

Boone County 4-H Workshop, Indiana, April 2006

- Guest Presenter on Selection of Market Birds/Egg Layers

Indiana State Poultry Workshop, Indiana, January 2006

- Guest Presenter on Selection of Market Birds/Egg Layers and Avian Diseases

Market Poultry Judge Indiana State Fair, Indiana, August 2005, 2006

- Judged market poultry and eggs

4-H/FFA Poultry Judging Contest, Indiana, May 2003, 2004, 2005, 2006

- Set-up and officiated poultry judging contest

Purdue Animal Science Workshop for Youth, Purdue University, June 2004, 2005, 2006

- Organized and wrote lesson plans for poultry workshop
- Instructed and guided youth through activities

***Extension (continued)***

ORG:  
“Extension  
(continued)”  
should be on the  
next page above  
the section.

Darrin M. Karcher

Page 2

Ohio 4-H Youth Extension Workshop, Ohio, June 2004

- Guest Presenter on Poultry Management and Bird Preparation for Show

4-H Avian Bowl Contest, Wisconsin, January 2002 – August 2003

- Initiated and organized first avian quiz bowl competition in the state
- Coached avian quiz bowl team
- Chaperoned avian quiz bowl team at nationals

4-H Assistant Poultry Coach, Ohio, January 1998 – June 2001

- Assisted head coach in instructing youth in poultry judging
- Set-up and conducted practices in the absence of the coach

GM: This experience happened in the past, so past tense verbs should be used.

4-H Coach of Turkey and Chicken Barbecue, Ohio, January 1998 – June 2001

- Prepare youth and guide them in proper cooking technique of turkey and chicken
- Evaluate and help youth polish illustrated talks on poultry industry

**Teaching**

Teaching Assistant, Purdue University, August 2006 – December 2006

- Physiology of Domestic Animals 230
- Advising teaching assistant to other TAs
- Prepared all handouts for each lab topic
- Administered grades based on lab performance and written reports

Guest Lecturer, Purdue University, September 2006

- Applied Animal Management 245
- Prepared and delivered lecture on poultry industry and management practices

Teaching Assistant, Purdue University, January 2006 – May 2006

- Physiology of Domestic Animals 230
- Head teaching assistant
- Developed, planned and organized the lab portion of the class
- Prepared all handouts for each lab topic
- Administered grades based on lab performance and written reports

Teaching Assistant, Purdue University, August 2005 – December 2005

- Physiology of Domestic Animals 230
- Assisted in teaching the lab portion of the class

Graduate Assistant, Purdue University, August 2004 – May 2005

- Contacted and recruited student representatives for Purdue Graduate Student Government (PGSG) from all degree granting programs at Purdue University
- Organized and maintained all files for committees and officers of the PGSG
- Scheduled and supervised office hours for the PGSG
- Set-up for all Senate meetings

**Teaching (continued)**

Teaching Assistant, University of Wisconsin, June 2003

- Center of Excellence Poultry Physiology 503

ORG: “Teaching (continued)” should be on next page.

**ORG:**  
“Research Interests” might be better placed directly before or directly after the “Research” section in order to maintain a well-organized resume.

- Lectured on several topics
- Organized and assisted professors in teaching the lab
- Constructed and administered quizzes and exams

Teaching Assistant, University of Wisconsin, June 2003

- Center of Excellence Breeder Flock and Hatchery Management 511
- Assisted professors in teaching labs

Teaching Assistant, University of Wisconsin, June 2002

- Center of Excellence Poultry Physiology 503
- Assisted in teaching lab

Teaching Assistant, University of Wisconsin, June 2002

- Center of Excellence Breeder Flock and Hatchery Management 511
- Assisted in teaching lab

**RESEARCH INTERESTS**

- Growth, development, and digestive physiology

**ACTIVITIES AND AFFILIATIONS**

- Poultry Science Association – student member
- World’s Poultry Science Association – student member
- Purdue Avian Science Club – student member
- Purdue University Gamma Sigma Delta Honorary Agricultural Society Member, 2006
- Co-chair Student Committee Organization of the Poultry Science Association, 2005 – 2006
- Library Advisory Committee Member, 2004 – 2006
- Purdue Graduate Student Government Social Committee Chair, 2004, 2006
- Student Representative USA Branch World Poultry Science Association Board of Directors, 2003 – 2004
- Member of Bach Chorale Singers, 2003 – 2004
- Member of First United Methodist Church Choir, 2003 – 2004
- Purdue Graduate Student Government Animal Science Student Representative, 2003
- Purdue Graduate Student Government Strategic and Legislative Planning Committee, 2003
- Wisconsin Poultry Science Club, 2001 – 2003
- The Ohio State University Gamma Sigma Delta Honorary Agricultural Society Member, 2001

**ORG:** This heading should be on the next page for better readability.

**PROCEEDINGS AND PUBLICATIONS**

**Karcher, D.M.**, J.P. McMurtry, and T.J. Applegate. 2005. Developmental changes in amniotic and allantoic fluid insulin-like growth factor (IGF)-I and -II concentration of avian embryos. *Comp. Biochem. Physiol. A Mol Integr Physiol.* 142:404-409.

Applegate, T.J., **D.M. Karcher**, and M.S. Lilburn. 2005. Comparative development of the small intestine in the turkey poult and Pekin duckling. *Poult. Sci.* 84:426-431.

## ABSTRACTS

**Karcher, D.M.**, C.L. Wyatt, and T.J. Applegate. 2006. Effect of dietary non-phytate phosphorus concentration and phytase source on production traits of Hy-line W98 laying hens. *Poult. Sci.* 85(Suppl. 1):10.

**Karcher, D.M.**, J.P. McMurtry, and T.J. Applegate. 2004. Concentrations of insulin-like growth factors I and II in embryonic fluids of chickens, ducks, and turkeys. *Poult. Sci.* 83(Suppl. 1):420.

**Karcher, D.M.** and J.J. Bitgood. 2003. Integrating the chicken classical linkage group II and the new consensus molecular map. *Poult. Sci.* 82(Suppl. 1):24.

## SCHOLARSHIPS AND AWARDS

- For Small But Important Things Grant. \$370. *Purdue Graduate Student Government Welcome to Purdue*, 2006
- The Book-Harmon Leadership Scholarship Award, 2005
- Julie Ann Busby Memorial Fund for Education Enhancement, 2003
- University of Wisconsin, Botany/Zoology 152 Mentor, 2003
- Ohio State University School of Agriculture Top Ten Outstanding Senior, 2001
- 4-H Outstanding Coach, 1<sup>st</sup> Place Turkey Barbecue, 2001
- Delta Theta Sigma Fraternity – Outstanding Brother, 1999
- American FFA Degree, 1998
- National FFA Poultry Proficiency Runner-up, 1997

**IMPORTANT:** Contact information must be placed on your CV. This information is commonly found near your name. You should include at least a phone number to reach you, email address, and mailing address (if you have one).

When organizing a CV, remember to use reverse chronological order so that employers can see your current achievements first.

**ORG:** When structuring a CV, it is important to make sure that your name is visible. Many people prefer to place their names at the top of their document, since that is the first thing hiring professionals will read.

RESUMÉ						
	<b>NAME</b> Ingeborg Maria Langohr		<b>POSITION TITLE</b> Graduate Student			
	<b>EDUCATION/TRAINING</b>					
INSTITUTION AND LOCATION	DEGREE	YEAR(s)	FIELD OF STUDY			
Pontifícia Universidade Católica do Paraná, Brazil Universidade Federal de Santa Maria, Brazil Universidade Federal de Santa Maria, Brazil Purdue University, West Lafayette, IN Purdue University, West Lafayette, IN	BS DVM MSc MS PhD	1992 1999 2001 2005 2009 (expected)	Biology Veterinary Medicine Veterinary Pathology Veterinary Anatomic Pathology Interdisciplinary Comparative Medicine			
<b>ORG: Note:</b> Headings should be consistent throughout the entire document.						
<b>Positions and Employment</b> Graduate Teaching Assistant, Pathology, Department of Veterinary Pathobiology, Purdue University, 2003-present						
<b>Academic, Professional, and Scholarly Societies</b> American College of Veterinary Pathologists (ACVP) American Association of Veterinary Laboratory Diagnosticians (AAVLD) Brazilian College of Animal Pathology (CBPA) Charles Louis Davis, D.V.M. Foundation for Veterinary Pathology Midwest Association of Veterinary Pathologists (MAVP) Phi Zeta (Honor Society of Veterinary Medicine)						
<b>Honors and Awards</b> Brazilian Council for Research and Technology [CNPq] Fellowship Award, 1997–2001 First place of the Graduate Student Presentation Award, 41 <sup>st</sup> Annual Meeting of the North Central Conference of Veterinary Laboratory Diagnosticians, Reynoldsburg, OH, 2002 Charles Louis Davis Scholarship in Veterinary Pathology, 2004 Lynn Doctoral Fellowship Award, 2005 ACVP Graduate Student Travel Award, 2006						
<b>Peer-reviewed publications</b> 1. Barros CSL, Silva Ilha MR, Bezerra Jr PS, Langohr IM, Kommers GD (1999) [Poisoning by <i>Senna occidentalis</i> (Leg. Caesalpinoideae) in grazing cattle] Intoxicação por <i>Senna occidentalis</i> (Leg. Caesalpinoideae) em bovinos em pastoreio. <i>Pesq Vet Bras</i> , 19:68-70 (in Portuguese). 2. Ecco R, Langohr IM, Schossler JEW, Barros SS, Barros CSL (2000) [Cutaneous leishmaniasis in guinea pigs ( <i>Cavia porcellus</i> )] Leishmaniose cutânea em cobaias ( <i>Cavia porcellus</i> ). Relato de Caso. <i>Ciência Rural</i> , 30:525-528 (in Portuguese). 3. Bezerra Jr PS, Ilha MRS, Langohr IM, Barros CSL (2000) [Experimental monensin poisoning in horses] Intoxicação experimental por monensina em eqüinos. <i>Pesq Vet Bras</i> , 20:102-108 (in Portuguese). 4. Sanches AWD, Langohr IM, Stigger AL, Barros CSL (2000) [Diseases of the central nervous system in cattle of southern Brazil] Doenças do sistema nervoso central em bovinos no Sul do Brasil. <i>Pesq Vet Bras</i> , 20:113-118 (in Portuguese). 5. Stigger AL, Riet-Correa G, Langohr IM, Ilha MRS, Barros CSL (2001) [Nasal granuloma (atopic rhinitis) in cattle] Granuloma nasal (rinite atópica) de bovinos. <i>Ciência Rural</i> , 31:461-465 (in Portuguese).						
<b>ORG: Note:</b> Headings should be consistent throughout the entire document.						
<b>This section would be more effective at the end of the resume so that other, more important, information may be seen first.</b>						
<b>ORG: Note:</b> Headings should be consistent throughout the entire document.						

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DD: An important design element is white space. This document could be improved by leaving a space between the peer-reviewed publications.

6. Stigger AL, Barros CSL, Langohr IM, Barros SS (2001) [Experimental poisoning by *Ateleia glazioviana* (Leg. Papilionoideae) in sheep] Intoxicação experimental por *Ateleia glazioviana* (Leg. Papilionoideae) em ovinos. *Pesq Vet Bras*, 21:98-108 (in Portuguese).
7. Alievi MM, Schossler JE, Hippler RA, Alves AS, Pellegrini LC, Langohr IM (2001) [Closed reduction and type-II external skeletal fixation for treatment of tibiotarsus fractures in domestic pigeons (*Columba livia*)] Redução fechada e fixação esquelética externa tipo II para o tratamento de fraturas de tibiotarso em pombos domésticos (*Columba livia*). *Ciência Rural*, 31:1019-1025 (in Portuguese).
8. Barros CSL, Fighera RA, Rozza DB, Rech RR, Sallis SV, Langohr IM (2001) [Systemic granulomatous disease in cattle in Rio Grande do Sul, Brazil, associated with grazing vetch (*Vicia spp.*)] Doença granulomatosa sistêmica em bovinos no Rio Grande do Sul associada ao consumo de ervilhaca (*Vicia spp.*). *Pesq Vet Bras*, 21:162-171 (in Portuguese).
9. Fighera RA, Souza TM, Langohr I, Barros CSL (2002) [Experimental onion, *Allium cepa* (Liliaceae), poisoning in cats] Intoxicação experimental por cebola, *Allium cepa* (Liliaceae), em gatos. *Pesq Vet Bras*, 22:79-84 (in Portuguese).
10. Langohr IM, Irigoyen LF, Salles MWS, Kommers GD, Barros CSL (2002) [Renal cystadenocarcinoma and nodular dermatofibrosis in German shepherd dogs: 4 cases] Cistadenocarcinoma renal e dermatofibrose nodular em cães Pastor Alemão: 4 casos. *Ciência Rural*, 32:621-626 (in Portuguese).
11. Brum MCS, Scherer CFC, Flores FF, Weiblen R, Barros CSL, Langohr IM (2002) [Gastroenteric and respiratory disease in calves inoculated with Brazilian isolates of bovine viral diarrhea virus type 2 (BVDV-2)] Enfermidade gastrointestinal e respiratória em bezerros inoculados com amostras brasileiras do vírus da Diarréia Viral Bovina tipo 2 (BVDV-2). *Ciência Rural*, 32:813-820 (in Portuguese).
12. Souza TM, Fighera RA, Langohr IM, Barros CSL (2002) [Feline mammary fibroepithelial hyperplasia: five cases] Hiperplasia mamária em felinos: cinco casos. *Ciência Rural*, 32:891-894 (in Portuguese).
13. Langohr IM, Irigoyen LF, Lemos RAA, Barros CSL (2003) [Epidemiology, clinical signs and distribution of lesions in the brain of rabid cattle] Aspectos epidemiológicos, clínicos e distribuição das lesões histológicas no encéfalo de bovinos com raiva. *Ciência Rural*, 33:125-131 (in Portuguese).
14. Langohr IM, Stevenson GW, Thacker HL, Regnery RL (2004) Extensive lesions of monkeypox in a prairie dog (*Cynomys sp.*). *Vet Pathol*, 41:702-707.
15. Vemulapalli R, Langohr IM, Sanchez A, Kiupel M, Bolin CA, Wu CC, Lin TL (2005) Molecular detection of *Leptospira kirschneri* in tissues of a prematurely born foal. *J Vet Diagn Invest*, 17:67-71.
16. Langohr IM, Tanabe M (2005) Idiopathic complex polysaccharide storage disease in an Abyssinian cat. *Vet Pathol*, 42:502-506.
17. Langohr IM, Gava A, Barros CSL (2005) [Poisoning in cattle by *Baccharidastrum triplinervium* (Asteraceae)] Intoxicação por *Baccharidastrum triplinervium* (Asteraceae) em bovinos. *Pesq Vet Bras*, 22:235-238 (in Portuguese).
18. Rissi DR, Rech RR, Barros RR, Kommers GD, Langohr IM, Pierezan F, Barros CSL (2006) [Listeric meningoencephalitis in goats] Forma nervosa de listeriose em caprinos. *Pesq Vet Bras*, 26:14-20 (in Portuguese).
19. Langohr IM, Ramos-Vara JA, Wu CC, Froderman SF (2006) Listeric meningoencephalomyelitis in a cougar (*Felis concolor*): characterization by histopathology, immunohistochemical and molecular methods. *Vet Pathol*, 43:381-383.
20. Ecco R, Langohr IM, Túry E, Santos Júnior HL, Jacobina GC (2006) Mixed thymoma in a cow. *J Vet Diagn Invest*, 18: 503-507.
21. Langohr IM, Stevenson GW, Valentine BA. Muscular pseudohypertrophy (steatosis) in a bovine fetus. *J Vet Diagn Invest* (accepted for publication, October 2006)

#### Book Chapter

Ecco, R., Langohr, I.M. [Endocrine System] Sistema Endócrino. In Santos, R.L. (ed.) *Patologia Veterinária*. Roca, São Paulo, SP, Brazil, 2007 (in press)

This CV has great organization and style. The use of headings and bullets contribute to excellent readability. Note: The name and contact information is the very first item on the page and is easy for the employer to find.

# Aaron E. Lottes

@[\[REDACTED\]](#)

Address

Address

Phone

## Education

Purdue University, West Lafayette, IN

- Ph.D. Biomedical Engineering, expected December, 2006
- GPA: 4.0/4.0
- Thesis: Investigation of an Abdominal Compression Device for Improving Cardiopulmonary Resuscitation
  - Committee: L.A. Geddes, A.E. Rundell, C.F. Babbs, S.L. Voytik-Harbin
- National Science Foundation Integrative Graduate Education and Research Traineeship (IGERT) Fellow
- Clinical Internship with Cook Biotech, Inc. working on regulatory affairs relating to medical device development

Note: Many people choose to include their thesis/dissertation title along with their education information.

Purdue University, West Lafayette, IN

- Graduate Certificate in Regulatory & Quality Compliance, School of Pharmacy and Pharmaceutical Sciences, August, 2006
- GPA: 4.0/4.0
- Certificate Program Courses: Good Regulatory (GXP) Practices, Food and Drug Law, Drug Discovery and Development

ORG: Work experience more commonly precedes Honors and Awards because employers want to see how experienced you are. Also, the position you are applying for determines the order of your work experience.

Keller Graduate School of Management, Oakbrook, IL

- MBA, June, 2000
- GPA: 3.9/4.0
- Graduated with Distinction
- Electives in project management, new product development, finance, and operations management

Purdue University, West Lafayette, IN

- BS Chemical Engineering, May, 1997
- GPA: 3.6/4.0
- Electives in biochemical engineering, environmental engineering, environmental law, polymer engineering, polymer physical chemistry, undergraduate research

## Honors & Awards

- Geddes-Laufman-Greatbatch Award for excellence in biomedical engineering, 2006
- Indiana Health Industry Forum poster competition winner, 2006
- Ronald W. Dollens Graduate Scholarship in Life Sciences awarded by the Guidant Foundation, 2004-2005
- Fearnott Prize for outstanding summer seminar presentation, 2004

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### **Research Experience**

Purdue University, Weldon School of Biomedical Engineering

- Coordinated multidisciplinary team in scheduling and performing cardiopulmonary resuscitation (CPR) research in large vertebrate animals
- Helped develop a novel abdominal compression device for which a provisional patent application has been filed
- Measured, monitored and evaluated changes in coronary perfusion pressure with alternative treatments during CPR
- Measured lung compliance and blood volume under standard and experimental conditions
- Improved a mathematical model of CPR to enable analysis of constant abdominal compression
- Analyzed the association between metabolic changes during ventricular fibrillation and post-defibrillation pulseless electrical activity
- Mentored undergraduate students involved in Research Experience for Undergraduates (REU) and Summer Undergraduate Research Fellowship (SURF) programs
- Assisted in preparing grants for submission to governmental and private funding agencies
- Explored a new application for an approved diabetes drug
- Investigated the use of innate immune cell derived toll-like receptors for the development of a cell-based biosensor
- Performed cell culture work, including fluorescent microscopy and flow cytometry analysis

Purdue University, School of Chemical Engineering

- Performed undergraduate research investigating the formation of emulsions within an acid-hydrocarbon mixture under the guidance of Professor emeritus Lyle Albright

### **Teaching Experience**

Purdue University, Weldon School of Biomedical Engineering

- Developmental Teaching Assistant
  - Created web-based learning modules, under support from an NSF grant, to supplement biomedical engineering undergraduate curriculum (Fall 2005 to Fall 2006)
  - Developed and evaluated course content for inaugural biomedical engineering undergraduate laboratory course covering topics in biomolecules, cells, quantitative analysis and design (Spring and Summer 2004)
- Teaching Assistant
  - Taught and graded Biomedical Engineering Laboratory I course and helped students grasp and understand key concepts (Fall 2004)

Purdue University, School of Chemical Engineering (Spring 1996 and Fall 1996)

- Teaching Assistant for Heat & Mass Transfer and Material & Energy Balance classes

### **Professional Experience**

Bethlehem Steel Corporation, Burns Harbor Division

- Engineer, Quality and Process Technology Department (June, 1997 to August, 2002)
  - Managed and supported multiple projects in the Burns Harbor Plant for improving quality and reliability, increasing production and reducing costs, including operational trials and evaluations, project planning and new equipment installations

If you have any scholarly or peer-reviewed publications in your CV, it helps to bold your name in the list of authors.

- Analyzed and evaluated current and historical production data through the use of statistical process control in order to improve process yields, support process changes and assess current trends
- Trained as a Six Sigma Green Belt
- Extensive use of Microsoft Office programs, SAS and Minitab

Avery Dennison, Marking Films Division, Lowell, IN

- Environmental, Health & Safety & QA Laboratory Technician (Summer 1995 and 1996)
  - Performed raw material testing and approvals and QA laboratory work
  - Maintained plant-wide MSDS system

#### Publications

- Geddes, L.A., Roeder, R.A., Rundell, A.E., Otlewski, M.P., Kemeny, A.E., **Lottes, A.E.**, "The Natural Biochemical Changes During Ventricular Fibrillation With CPR and the Onset of PD-PEA", Accepted for Publication, *American Journal of Emergency Medicine*.
- "Design and Evaluation of an Abdominal Compression Device to Improve Coronary Perfusion Pressure During CPR", *In Preparation, Planned Submission October, 2006*.
- "A Comparison of Constant Abdominal Compression, Glibenclamide, Epinephrine and Vasopressin During VF with CPR", *In Preparation, Planned Submission December, 2006*.

#### Podium Presentations

- Development of an Abdominal Compression Device for use During CPR. BME Summer Seminar Series, Purdue University, 2006
- Increasing Survival from Long-Duration CPR. BME Summer Seminar Series, Purdue University, 2005
- An Introductory BME Laboratory Integrating Biomolecules, Cells, Quantitative Analysis and Design. Biomedical Engineering Society Annual Fall Meeting, Philadelphia, PA, 2004. Also presented at BME Summer Seminar Series, Purdue University, 2004

#### Poster Presentations

- The Effect of Abdominal Binding on Coronary Perfusion Pressure During Ventricular Fibrillation and CPR. Biomedical Engineering Society Annual Fall Meeting, Chicago, IL, 2006
- A Novel Abdominal Compression Device to Improve CPR. Indiana Health Industry Forum, Indianapolis, IN, 2006
- An Investigation of Factors Associated with Post-Defibrillation Pulseless Electrical Activity. Biomedical Engineering Society Annual Fall Meeting, Baltimore, MD, 2005
- Investigating Pathogen-Specific TLR Signaling of Innate Immune Cells for Biosensor Applications. Northeast Bioengineering Conference, Springfield, MA, 2004
- Development of a Cell-Based Biosensor Using Toll-Like Receptors. 32<sup>nd</sup> Annual Autumn Immunology Conference, Chicago, IL, 2003 (presented by Hyunju Oh)
- Exploring Selective Activation of Innate Immune Cells for Biosensor Development. Biomedical Engineering Society Annual Fall Meeting, Nashville, TN, 2003

#### Memberships & Certifications

- Biomedical Engineering Society
- Omega Chi Epsilon Chemical Engineering Honor Society
- Registered Engineer in Training

**GM:** Use the objective statement to tailor your resume to the company or organization you want to join. You should include the company's/organization's name, the position you are applying for (or in what field you wish to work), and what skills you can use to help the company.

**ORG:** Headings are important to increase readability. This section should be titled "Skills" or have a similar title.

**ORG:** Make sure to add the job title you held when are describing past work experiences.

**ORG:** Using bullets in resumes may increase readability, but make sure you are consistent with the usage of bullets and numbers.

**ORG:** Make sure to put most beneficial honors or activities first.

# Name

## Current Address

Address  
Address  
City  
Phone 01015  
Phone (502) 6634-2403

## Permanent Address

Address  
Address  
City, Country

email address

## OBJECTIVE

To gain an internship position in the areas of marketing and/or management to utilize my experience in social, organizational, leadership and creative fields.

## EDUCATION

Bachelor of Science in Management. Cumulative GPA: 3.8

May 2010

**Purdue University, Krannert School of Management, West Lafayette, IN.**

Minors: Marketing, International Business.

Language skills: Fluent in both English and Spanish (written and spoken).

Computer skills: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Frontpage, Adobe Photoshop.

## WORK EXPERIENCE

Mystery Shopper-Marketing Team. West Lafayette, IN. October 2006 – Present

- Performed evaluations for all dining courts, residence hall staff and other facilities throughout Purdue University.
- Discussed such evaluations with marketing director at Purdue University to improve such locations rated.
- Made necessary arrangements to have such improvements performed and assisted in the execution of such improvements.

Ford Dining Court. Purdue University, West Lafayette, IN. September 2006 – Present

- Dealt with organization and promotion of new food items in Dining Court.
- Performed surveys to determine what customers would like to eat at Dining Court.
- Worked in all dining areas, preparing and organizing food items and ingredients.

Seasonal Intern

Quick Photo S.A. Guatemala City, Guatemala November 2003 - December 2005

- 1 Built 15 important client relationships.
- 2 Visually enhanced and edited photography for marketing purposes.
- 3 Led teams in promoting advertising campaigns throughout all its national stores.
- 4 Trained other seasonal interns.
- 5 Dealt with customer service concerns and questions.

## ACTIVITIES AND HONORS

Volunteer Leader for relief efforts at hurricanes Mitch (1998) and Stan (2005) in Guatemala.

Volunteer Division Leader for project: "Lapiz y Papel" in Guatemala. (2007).

Volunteer for "Trinity Mission" in Lafayette, IN. (August 2007-October 2007).

PASE (Purdue Alumni Student Experience) member (2006-2007).

Dean's List: Krannert School of Management. Purdue University (2006 – present).

### Annotation Key:

**GM:** Sentence-level clarity (grammar and mechanics)

**DD:** Visual design (document design and graphics)

**ORG:** Organizational clarity (document structure)

See Purdue's OWL at the address below if you have further questions on resumes.

<http://owl.english.purdue.edu/owl/>

Make sure you put your name and contact information somewhere at the top of the page that is visible to the hiring professional.

Watch your grammar and punctuation.

DD: Notice that the headings are very pronounced. To make effective headings, small changes, like font or bold would simply work. Increasing the font, bolding, and capitalizing all of the letters decreases readability.

Here is where you would put the company name.

This resume uses great active verbs.

### **OBJECTIVE:**

To acquire a position in the field of management, marketing or other available [position]

### **EDUCATION**

#### **Bachelor of Science in Management**

Purdue University, School of Management, West Lafayette IN

Minor: Marketing & International Business

GPA 3.7/4.0, Dean's List & Semester Honors

**Relevant Course Work:** Marketing, Sales, Advertising, Market Research, Finance, Statistics, Accounting, Communications

**Computer Skills:** Microsoft Word, Excel, Power Point, Front Page, Access

**Language Skills:** English, Chinese

Dec 2007

### **INTERNATIONAL EXPERIENCE**

#### **Foundation for International Education**, London, England

June 2006-Aug 2006

- Developed international business knowledge through taking international business & marketing classes, as well as developing an international marketing strategy for the National History Museum

### **EXPERIENCE**

#### **Account Executive Assistant Intern**

May 2006-June 2006

- Assisted account executives in secretarial duties, scheduling appointments and client management
- Developed communication skills by conducting cold calls to prospects in the market generating two additional clients for the account executives

#### **Factory Guide**

May 2005-Aug 2005

- Informed visitors of the processes required to turn fabrics into clothes
- Enhanced the company's image of Professionalism that lead to the company's nomination for "Most Professional Garment Company" from the Garment Association

#### **Operation Assistant Intern**

May 2004-Aug 2004

- Managed the factory's day-to-day operation with the management team, achieving a ten percent efficiency increase on the Assembly Line Manufacturing Machine
- Reported workers' activities and performance to the operation manager on a weekly basis

### **LEADERSHIP EXPERIENCE**

#### **Vice President**

Aug 2005-May 2006

#### **ISO**

- Managed a group of 15 individuals in event organizing activities
- Developed time management, problem solving, team building and analytical skills
- Approached and negotiated with other organizations to co-host larger events
- Raised \$700 in a single fund raising event

### **VOLUNTEER WORKS AND HONORS**

Volunteer Worker, Lyntreee Club

Teacher Volunteer, Salvation Army