

Sample Resume

Full Name
Address
Phone Number

OBJECTIVE

*Describe your objective and direct it toward the position you're applying for.

EXPERIENCE

Job Title, Company Name City, State 2004-2008

- Provided analytical support to Drug Development team
- Developed and validated HPLC methods (linearity, recovery)
- Audited lab notebooks for cGMP compliance

Job Title, Company Name City, State 2000-2004

- Performed routine analysis of stability samples
- Validated methods for product transfer

EDUCATION

School Name City, State

- B.S., Chemistry
- Graduate Summa Cum Laude

SKILLS

HPLC, GC, LC/MS, UV-VIS, TLC, KF

REFERENCES

Available Upon Request

Please visit our website for updates on career tips and resources: www.joulescientific.com.

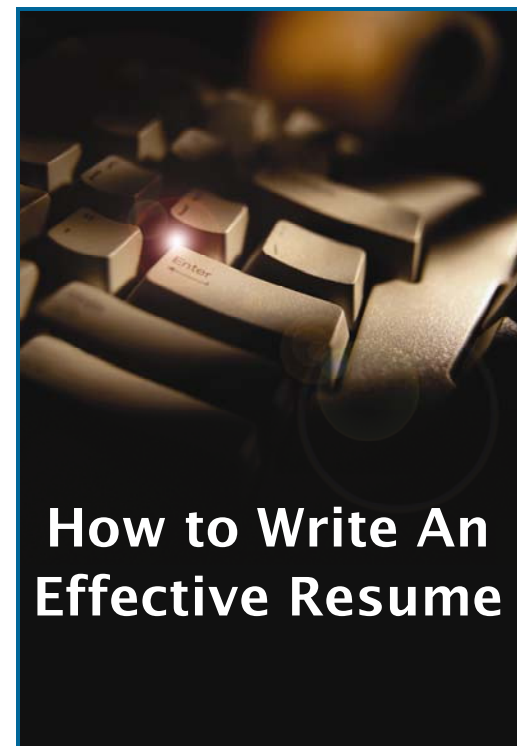


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Resume Writing



A good resume is like an advertisement: it says just enough to pique an employer's interest in you. A resume is *not* a biography! It is a fact sheet that documents your skills, abilities and accomplishments. The reader must be able to

quickly grasp whom you are and what you seek to do, without extra detail.

General guidelines

- Use bullets to offset new sentences and sections. No paragraphs.
- Use a 10 pt font at a minimum.
- Avoid the use of text boxes when formatting.
- Proofread and spell check thoroughly.
- Use good quality white bond paper. Check copies for smudges, marks, etc.
- Ask someone whose judgment you trust to critique your resume.
- Ensure the resume is written in the proper tense. When referring to a current job use the present tense. If you're referring to a past job use past tense.

Resume format

- Chronological format is typically preferred. Start with your most recent experience and list employers in reverse chronological order.

Areas to include

- *Summary or Objective:* Keep it short and simple, giving an overview of your desired position or specific objective. Don't use tired phrases such as "a challenging position utilizing my experience and demonstrated ability..."
- *Experience:* List your job experience and accomplishments in the position. For a chronological resume, begin with the most recent job held. If you are a new graduate list any internships and volunteer work that are relevant.
- *Skills:* List all your skills relevant to the position, focusing on your strongest skills.
- *Education:* List the school(s) you attended. College (if attended) should be listed first. Include major, any minor and honors received. If applying to a job prior to graduation, list anticipated graduation. Listing high school is unnecessary if you attended college.

Inventory skills and accomplishments

- Use action words to document your skills, abilities, and accomplishments as the basis of your resume. Begin sentences with words such as "increased", "managed" and "implemented".
- Make it clear you will produce value for the company. Sell yourself!
- Do not include information that is unrelated to the job. Leave out such things as hobbies, marital status, age, religion, etc. Include hobbies and volunteer experience only if they relate to the position you seek.
- Focus on the last 10-15 years and minimize or eliminate older experience.

Highlight any special skills

- Include foreign languages you speak, read or write.
- List software and instrumentation (if appropriate) with which you are familiar.

Avoid including

- Don't mention salary. It may price you out of the position or limit you to a lower salary than the employer may be willing to pay.
- Avoid giving reasons for changes in employment. This subject should be deferred until asked about.
- Don't list your birth date, or the dates you completed high school or college.
- Don't list references. Have a separate reference sheet available to provide references if requested.