



# **Cover Letter, Resume, Reference Page and Business Card Sample**

*-Biology/Chemistry Major-*

**Bus. 313 (Administrative Communication)**

**Dr. Kim Hogelucht**

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**SAMPLE COVER LETTER**



# Meghan Kathleen Campbell

4444 Triangle Drive, Poway, CA, 92730  
Meghan.Campbell.10@gmail.com | 512-713-8346

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February 17, 2017

Michelle Johnson  
President  
Century Pharma, Inc.  
San Diego, CA 92103

Mrs. Johnson,

I have extensively studied organic synthesis, had countless hours of safe lab work experience, and focus on excellence, and I would like you to consider me for the position of Synthetic Chemist. I was informed of your need for a Synthetic Chemist through the posted ad on Indeed.com. Due to my educational and previous lab experience, I feel I would be a wonderful candidate for this position.

Having a major in Biology-Chemistry, I have gained knowledge in a variety of applicable sub-disciplines, such as: organic synthesis, bioinorganic chemistry, biochemistry, and cell biology. In addition to the educational skills I have acquired, I have also enhanced my quest for excellence. This quest for excellence applies not only to the process of keeping a well-organized lab book, but also to my interpersonal relationships and desire to grow as a person. These skills and qualities would all be beneficial in a job such as Synthetic Chemist.

Furthermore, dedication to lab experience has been a quintessential part of my work experience. When working in the lab, I closely adhered to protocol to ensure that I successfully diagnosed each patient (sample). Also, when serving as a research and development technician, I practiced innovative thinking to fine tune experiments. Much of the critical thinking and hands on experience I gained through these lab experiences could be directly applied to the position of Synthetic Chemist at Century Pharma, Inc.

Due to my education in science as well as comprehensive lab experience, I believe you will find I am well qualified for this position. I would be happy to meet with you to discuss this opportunity. You may reach me at 512-713-8346, or I will call to follow up within the next two weeks. Thank you for your time and consideration.

Sincerely,

Meghan Campbell



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## EDUCATION

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**Point Loma Nazarene University: San Diego, CA**

*Graduation May 2018*

*Major: Biology-Chemistry*

*Minor: Business Administration*

## WORK EXPERIENCE

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*Clinical Research Manager, Scienostics: San Diego, CA*

*May 2016-Present*

- Design clinical research experiments to further pathology knowledge.
- Draft study designs which meet IRB standards.
- Manage and supervise three interns.
- Supervise employees and delegate tasks related to studies.

*Laboratory Technician, Roth Labs: San Diego, CA*

*January 2013-May 2016*

- Improved clinical tests and workflow by optimizing procedures.
- Created modernized reagents for use in the clinical laboratory.
- Acquired skills in: pathology diagnostic techniques, Immunohistochemistry, F.I.S.H., data analysis, experimental troubleshooting, experimental design, excel analysis, cell assays, and slide creation.

## CLUB LEADERSHIP

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*President/Re-founder, PLNU's Delta Alpha Pi Honors Society*

*May 2015-Present*

- Create an environment where disabled students are honored for their achievements.
- Serve the community by assisting with activities such as Special Olympics.

*President/Founder, Loma Dives (PLNU's Scuba Diving Club)*

*September 2015-Present*

- Encourage and guide students to explore the ocean by scuba diving.
- Plan and lead dive excursions in San Diego.

*President/Founder, PLNU's Swing Dance Club*

*September 2014-Fall 2015*

- Taught Lindy Hop (Swing Dance) to students.
- Hosted dance events which encourage proper dance etiquette.

## HONORS AND ACTIVITIES

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Physics Club

*Fall 2015-Present*

Dean's List, PLNU

*Fall 2015-Present*

Chemistry Club

*Fall 2014-Present*

Tri-Beta Honors Society (Biology)

*Fall 2013-Present*

Merit Scholarship Recipient, PLNU

*Fall 2013-Present*



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### **REFERENCES**

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**David Samson, Ph.D.**

Scienostics  
19331 Park Blvd,  
San Diego CA, 92130  
dsamson143@gmail.com  
(919) 223-5718

**Max Donovan, Ph.D.**

Point Loma Nazarene University  
3900 Lomaland Dr,  
San Diego, CA 92106  
mdonovan@pointloma.edu  
(619) 843-2262

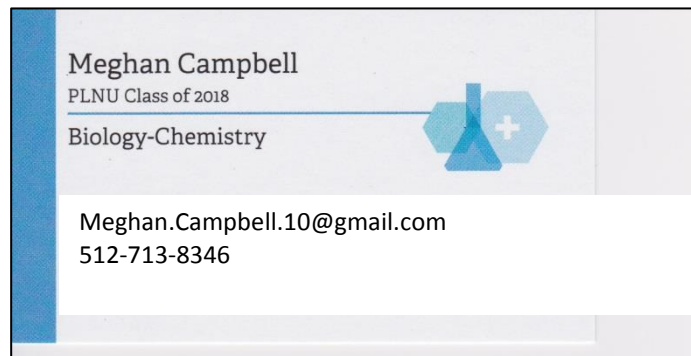
**Morgan Watkins**

Dance Instructor: LA, SD, OC  
2345 Wilson Ave #1  
San Diego, CA 92130  
morganwatkins1234@yahoo.com  
(933) 200-0528

**SAMPLE BUSINESS CARD**

*\*Contact information has been changed for purposes  
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**-FRONT SIDE OF CARD-**



**-BACK SIDE OF CARD-**

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