

## Science Résumé Portfolio – Due \_\_\_\_\_

### **WANTED!!!!**

I am looking to fill several science Research Assistant positions. The basic requirements for an entry-level Chemistry Research Assistant are listed below:

- Basic knowledge of the scientific method with safe laboratory practices
- Basic Science Lab Skills
- Knowledge of how to write a Scientific Lab Report
- Ability to describe and use conversion factors, significant figures, scientific notation and basic Algebra
- Use and write Chemical and Ion symbols
- Be able to write and explain ionic compounds (Types I and II) and formulas
- Have a working knowledge of covalent molecules/compounds (Type III) and how they differ from ionic compounds
- Be able to explain and demonstrate the basic types of chemical reactions
- Write and balance chemical equations and use mole ratios
- Demonstrate Chemical Stoichiometry

The following is a list of desired traits that each potential employee **MUST** have in order to be considered for the positions:

- Punctuality. I will not consider you for the position if you are chronically late.
- Self-starter that can work independently and take on new tasks easily
- Safe lab worker
- Ability to work in small to large groups and stay on task

Your assignment is listed below:

1. Complete a Formal Résumé and submit to me (10 points). It is only 1 page. Find examples of science-themed formats online – minimum font size = 11.
2. Complete a Summary Abstract (10 points). It is a 1 page (front and back) summary of all of the above basic requirements – minimum font size = 8. You will be able to use this during your final exam.
3. Complete a Professional Portfolio – 6 page min 10 page max (30 points). This portfolio should demonstrate your knowledge and application of the basic requirements from above in order. It should include examples and personalized experiences. Proper MLA citation of sources is a must! No scanned pictures/charts/tables from our text book.

For Extra Credit (Cover Letter up to 10 points, Interview up to 10 points):

4. Complete a professional cover letter appropriate for a Science Position.
5. If your project is chosen, you will be given the chance to be interviewed as the final step in the process.