

## **Anna S. Ward**

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Blacksburg VA 24060  
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SSN: 222-33-4444

Citizenship: United States

Veterans Status: N/A Federal Civilian Status: N/A

Clearance: N/A

Languages: Spanish (Conversational, Moderate Speaking)

**OBJECTIVE:** CBP VETERINARY SPECIALIST Intern Position; Job Announcement number MHC-05-156984-SJN

### **SUMMARY OF RELEVANT LABORATORY SKILLS:**

- Prepared specimens for laboratory analysis and testing. Prepared and stained slides for microscopic testing for specific disease pathogens.
- Skilled in the use of laboratory equipment and instrumentation.
- Observed veterinary surgical and autopsy procedures on both domestic and farm animals. Provided minor assistance as requested.
- Basic skills in collecting blood, urine and feces from animals, and blood specimens from humans. Performed red and white blood cell counts.

### **EDUCATION:**

**Virginia Tech, Blacksburg VA (expected May 2010)**

Beginning Junior Year toward Bachelor of Science in Biology

Department of Biology; 3.5 GPA

Relevant courses:

Intro to Biology/Lab

Human Biology and Disease

Anatomy and Physiology and Lab

Intro to Animal Behavior and Lab

**Thomas Jefferson High School, Bristol, Virginia; 2002 to 2006**

3.25 GPA

Relevant courses: Biology, Botany, Chemistry and Physics plus laboratories

### **RELATED EXPERIENCE (Paid and Unpaid):**

**VALLEY VIEW ANIMAL HOSPITAL Summer 2007**

2100 Main Street, Abingdon, Virginia 00000

Supervisor: Dr. Henry Johnson (555) 898-1212

Salary: \$8/hour; 20 hours per week

**Veterinary Assistant:** Work directly with veterinarian to diagnose and treat a variety of domestic animal diseases and conditions. Assist with routine examinations and treatments. Maintain facility, lab and equipment.

TRI-CITIES ANIMAL HOSPITAL January 2006 to June 2007

1100 Volunteer Parkway, Johnson City, Tennessee 00000

Supervisor: Andrea Santos (718) 444-2222

Salary: \$7/hour; 8 hours per week

**Animal Care Assistant:** Worked weekends while in a freshman in college. Cared for domestic animals, cleaned kennel facilities, and provided routine hygiene. Coordinated animal drop-offs and pick-ups.

HO CLINIC Summer 2006

Ho, Ghana, West Africa

Supervisor: Ariana Logan; contact via Volunteers, Inc., NY, NY 800-222-3333

Salary: Volunteer; 55 hours per week

**Medical Assistant:** Three-month international volunteer assignment in a third-world African nation. Lived in African compound and worked at local veterinary hospital that cared for both animals and people because of their relatively modern laboratory facilities. Acquired outstanding hands-on experience in phlebotomy, hematology, routine and emergency surgical procedures, field autopsies and general animal health care.

**ADDITIONAL EXPERIENCE:**

FOOD LION, INC. Summer 2005

5500 Lee Highway, Bristol, Virginia 00000

Supervisor: Mitch Keys (540) 555-1212

Salary: \$6.75/hour; 25 hours per week

**Cashier:** Fast-paced customer service position in a high-volume retail grocery store.

**EXTRACURRICULAR ACTIVITIES:**

- Member, Southwest Chapter 4-H Club, 2006 to present. Won Honorable Mention at Virginia State Fair for wood carving, 2007.
- Breed and raise Yellow Labrador puppies for resale. Raise and care for pups until they are ready to go to individual homes. Interview owners to place pups in a happy and healthy home. 2004 to present

**Key points:**

- Undergraduate, Graduate, and Ph.D. students can apply for federal jobs and internships
- If you have publications/presentations this is indeed a place for you to highlight!
- It can be two-four pages long and includes some information not listed on a private sector resume, such as: your social security number, veteran's preference, country of citizenship, and previous salaries
- A more detailed, paragraph format is suggested over bulleted items in the employment history category