

413 Baird Drive,
Baton Rouge LA, 70808
(225) 229-2846
kteddli@lsu.edu

July 31, 2008

Gena Doucet
Director of Human Resources
6400 Perkins Rd.
Baton Rouge, LA 70808

Ms. Doucet,

I am interested in applying for a food service, laboratory, or research student position with Pennington Biomedical Research Center. Many of my classmates and friends currently hold and/or have held student positions with your company and have been very impressed with the job related experience they've gained. I too would love to become part of your team and gain valuable nutrition related experience as well as contribute to your mission: Promoting Healthier Lives through Research and Education in Nutrition and Preventative Medicine.

I am currently enrolled as a full time student at Louisiana State University, majoring in family child and consumer sciences with a concentration in dietetics. Over the past four years I have held part time jobs while enrolled as a full time student to help pay for my education and living expenses. Though I have held many jobs throughout my college career, I have yet to hold a job that directly relates to dietetics. I am eager to begin working in the nutrition field so I may learn more about dietetics as a profession and I feel Pennington offers many rewarding opportunities.

I have gained many valuable skills from my education, previous employment, and volunteer activities that I believe will benefit me as a student worker at Pennington. Caring for children and working in the customer service industry has provided me with customer relations, communication and instructional skills that I can utilize when working with clients. Through my education at LSU, I have learned the proper sanitary and safety procedures of microbiology labs and food preparation labs that will be beneficial if I'm hired as a student worker in your food service, laboratory or research departments. My volunteer activities at AG Magic, the food pantry and food bank provided me with excellent opportunities to work with others on team projects, where I gained time management skills and the ability to work effectively as part of a group. I would like to bring these skills and experiences to Pennington Biomedical Research Center, where I can do my part contributing to the prevention of common diseases so that people can live healthier and fuller lives.

I thank you for your time and consideration in this matter and look forward to the possibility of working with you in the future.

Sincerely,

Anna Teddlie
Enclosure

Anna Katherine Teddlie

413 Baird Drive
Baton Rouge, LA 70808
(225) 229-2846
kteddl@lsu.edu

Objective: A part time student position with Pennington Biomedical Research Center

Education: **Louisiana State University (LSU), Baton Rouge, LA** **May 2010**
Bachelor of Science, Family Child and Consumer Sciences
Concentration: Dietetics **GPA: 3.0**
Related Courses: Nutrition Education and Counseling, Nutrition in Health, Methods of Nutritional Assessment, Food Fundamentals Lab, Dietetics as a Career, Microorganisms and Man Lab.

Skills:

Teamwork:

- Worked with team of 6 designing and distributing a nutrition education curriculum encouraging the voluntary adoption of eating tomatoes to improve the overall health and wellbeing of nursing home clients.
- Co-wrote a nutrition friendly cookbook for minorities.

Instruction:

- Designed a nutrition education curriculum including needs assessment, learning objective, course outline, visual aid, handout, bookmark and recipes.
- Engaged children in Louisiana Body Walk activities focused on making healthy choices.
- Demonstrated chemical experiments and read to students at public elementary schools.
- Fostered children's emotional and social development.
- Educationally stimulated children by reading, playing games or teaching simple painting, crafts and songs.

Communication:

- Identified signs of emotional or developmental problems in children and brought to the parents' attention.
- Kept records on children, including daily observations and information about their activities, eating behaviors, and medications.
- Interacted with diverse population and formed relationships with customers by giving them my full attention and taking time to make their experience at the bar as enjoyable as possible.
- Limited problems and liability related to customers by encouraging responsible social drinking

Computer:

- Can type 57 words a minute
- Proficient in both Word and PowerPoint 2007 editions
- Can operate most electronic office equipment including computers, printers, and copy machines.

Experience: Bartender, Boudreaux and Thibodeaux, Baton Rouge, LA Aug 2007 - July 2008
Bartender, Roux House, Baton Rouge, LA Aug 2006 - Sept 2007
Daycare Teacher, University Methodist, Baton Rouge, LA Dec 2005 - Sept 2006
Childcare Provider, Rayner Learning Center, Baton Rouge, LA Apr 2006 - Aug 2006
Nanny, David and Jodi Wilder, Baton Rouge, LA Jan 2005 - Sept 2007

Honors: TOPS scholarship, full tuition waiver

Activities: Student Dietetic Association, American Dietetic Association, Pi Beta Phi Sorority
Volunteer at Food Bank, Food Pantry, AG Magic (LSU's Agricultural Science Fair),
Race for the Cure, Missing Children's Ward at LSU Field House during Hurricane Katrina

To: June Pulliam

From: Anna Teddlie

Date: July 31, 2008

Subject: Job description

Listed below are the job qualifications for undergraduate student workers at Pennington Biomedical Research center. I found this information on Pennington's Website at:

<http://www.pbrc.edu/pdf/studentpolices.pdf>

Definition of Student for Campus Employment Purposes:

Only full-time students will be approved for campus employment. University policy defines full-time student as follows:

Undergraduate - One enrolled in an undergraduate college for 12 or more hours of resident credit. For the summer term, a student must carry at least 6 semester hours to be classified as full-time.

General Policy:

The University recognizes that student employees can make contributions to the functioning of the University by performing services that might not be economically feasible if the service of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second. In accordance with this philosophy, the following policies have been developed:

1. To the extent possible, students should be afforded opportunities for employment on the campus which are related to their individual educational objectives.
2. Students holding part-time campus jobs should not be allowed to work more than 20 hours a week during the fall and spring semesters. In the event that a department wishes to have a student work over 100 hours during any one month of the fall and spring semesters, proper justification must be submitted to the Office of Student Aid and Scholarships before the student has worked the hours.
3. Student employees are required to be in good academic standing in the University.

Job classifications for student employees are as follows:

- Student worker (food service) - involves waiting on tables and other activities related to food service operations.
- Student Worker (laboratory) - involves assisting faculty members in laboratory activities.
- Student Worker (research) - involves assisting faculty members in research projects.

Occupational Handbook url:

<http://www.bls.gov/oco/ocos077.htm>

Source Code for Dictionary of Occupational Titles:

29-1031.00