

19 November 2008

To whom it may concern,

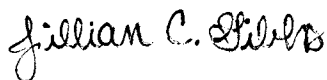
I am a recent graduate of the University of West Alabama where I received my B.S. in Environmental Science. I graduated with a 3.48 GPA and I was very involved on campus at UWA. I also have an Associate's degree from Beville State Community College. While working on my undergraduate degree, I took a variety of courses in biology, environmental science, and chemistry.

I am looking for a job that will allow me to gain work experience while attending graduate school two nights a week at Samford University. I found the job opening for the Regional Extension Agent with animal science and forages priority on the Alabama Cooperative Extension website, and I believe my environmental science degree would be helpful in this position. I grew up on a farm around cattle and hogs, and I was involved in 4-H and would love the opportunity to be involved in the program in some way again. I have also worked with computers and many different computer programs including Minitab statistics software, Microsoft Excel, Microsoft PowerPoint, and Microsoft Word. I can also navigate the internet very well and have been required throughout college to research information and present presentations in many classes.

I would be very grateful if you would consider my application for an employment position, and I would welcome an opportunity for an interview. Feel free to contact me at 205-412-4401 or by email at jilliangibbs@yahoo.com.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,



Jillian C. Gibbs
enclosures

Jillian Gibbs

13822 State Highway 129

Brilliant, AL 35548

jilliangibbs@yahoo.com

Phone: 205-465-2325

Cell: 205-412-4401

Education

University of West Alabama, Livingston, AL

B.S. Environmental Science Comprehensive, December 2007

Bevill State Community College, Hamilton, AL

Associates in Arts, May 2005

3.48 GPA, Dean's List 6 semesters and President's List 1 semester

Course Work

Chemistry

Quantitative Analysis

Environmental Science

Statistics

Computer Information Systems

Microbiology

Zoology

Organic Chemistry

Physics

Environmental Law

Biochemistry

Hazardous Waste Operations Management

Geology

Botany

Experience

TTL, Inc. Tuscaloosa, Alabama

Intern in Chemistry Lab, May 2007-August 2007

- Performed numerous water quality tests
- Worked with Microsoft Excel
- Worked with water testing devices and chemicals

The University of West Alabama

Tutor, August 2005-May 2007

- Tutored students in various science course along with many basic courses
- Environmental Science Lab aide, January 2007-2007
- Helped perform environmental labs for the Introduction to Environmental Science class
 - Checked the step up of labs and presented a lab for the class

Livingston Clinic

Receptionist, May 2006-August 2006

- Scheduled appointments and answered phone
- Checked patients insurance and took payments
- Signed in patients

State Bank and Trust

Teller, December 2002-August 2005

- Worked as teller and took deposits, cashed checks, took loan payments
- Assisted in the loan department and filing department

Jillian Gibbs
Cell: 205-412-4401
(Resume continued)

Awards and Activities

- Phi Mu- Vice President
- Panhellenic-Secretary
- UWA Cross Country-MVP 2005
- BSCC Cross Country and Track
- Academic All-American and All-Region
- All GSC Academic Team and GSC Honor Roll
- National Dean's List
- Who's Who Among American College Students
- Alpha Chi, Cardinal Key, Blue Key, and Phi Theta Kappa Honor Societies
- Omicron Delta Kappa Leadership Society
- UWA Orientation Leader
- Focus First Volunteer
- Trustee Leadership Scholarship recipient
- National Public Lands Day volunteer
- University Scholar Award for Environmental Science at UWA
- Volunteer at Brilliant Elementary School

References

Mr. Danny Buckalew, Vice President of Student Affairs
University of West Alabama
UWA Station 4
Livingston, AL 35470
205-652-3581
dbuckalew@uwa.edu

Mr. Douglas Wymer, Chairman of Biological and Environmental Sciences
University of West Alabama
UWA Station 4
Livingston, AL 35470
205-652-3862
dwymer@uwa.edu

Mrs. Barbara Stanford, Vice President and Branch Manager
State Bank and Trust
P.O. Box 348
Brilliant, AL 35548
205-465-2277



Applicant Data Form

The Alabama Cooperative Extension System is an equal opportunity employer and all applicants will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, disability, age or membership or non-membership in an employee organization.

PRINT OR TYPE IN BLACK INK

NAME Last: Gibbs First: Jillian Middle: Carol	Social Security # 424-25-6416	Daytime Phone # 205-412-4401	Type of Employment Desired (May check more than one) <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time (less than 40 hours)
Present Address Street: 101 Leaf Lake Blvd #1213 City: Birmingham State: AL Zip Code: 35211	Other Names Previously Used Under Which Records May Be Located NA		Date Available Dec. 2008
Minimum Salary Required \$32,000		Type of Position Desired (May check more than one): <input type="checkbox"/> Administrative <input type="checkbox"/> Clerical <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Technical	

EDUCATION

	Name of School	Circle Year Completed	Major	Graduate Yes/No	Degree Obtained
High School	Brilliant High School	8 9 10 11 <input checked="" type="checkbox"/> GED	Advanced Degree	YES	H.S. Diploma
Voc School	Berill State Community College	Fr. <input checked="" type="checkbox"/> Jr. Sr.	Biology	YES	A.A.
College	University of West Alabama	Senior	En. Science	YES	B.S.
Grad School	University of Alabama at Birmingham	Graduate	En. Engineering	NO	N/A
Grad School	Samford University	Graduate	En. Management	NO	N/A

EMPLOYMENT HISTORY START WITH MOST RECENT, YOU MAY ATTACH AN ADDITIONAL SHEET OR RESUME IF YOU PREFER. HOWEVER, IT WILL NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION

Employment Dates From (Mo/Yr) To (Mo/Yr)	Hours Per Week	Name of Organization	Organization Address	Position Held	Immediate Supervisor	Salary	Reason for Leaving	
12/2008	08/2005	Varied	State Bank & Trust	P.O. Box 348 Brilliant, AL 35548	Teller	Barbara Stanford	\$16.50/hr	Began classes @ UWA
05/2006	08/2006	22	Livingston Clinic	107 Hospital Dr. Livingston, AL 35470	Receptionist	Carole Simpkins	\$8.00/hr	Summer Job
08/2005	05/2007	12	UWA	UWA station 4 Livingston, AL 35470	Tutor	Rick Spruill	\$5.15/hr	Began Internship
05/2007	08/2007	40	TTL, Inc.	3516 Greensboro Ave Tuscaloosa, AL 35401	chemistry Lab Tech.	Lynette Sheffield	\$9.00/hr	Internship Ended
08/2008	Present	varies	The Disney Store	2000 Riverchase Galleria Birmingham, AL 35244	Cashier	David Dollar	\$7.00/hr	N/A

BRIEFLY DESCRIBE MAJOR DUTIES OR POSITIONS PREVIOUSLY HELD AND FURTHER DETAILS OF QUALIFICATIONS:

U.S. MILITARY EXPERIENCE

Branch of Service N/A	Date of Service From	To	Rank
Describe Any Training Received That You Feel Is Relevant:			

OTHER INFORMATION AND SKILLS

Licenses N/A	Driver's License Number and State 725 2250 - Alabama DL	Multi-Line Telephone yes	Dictaphone N/A
Certifications Hazardous Waste Cert.		Word Processing Software - Worked with word processing Software	
Typing yes WPM 60	Shorthand yes WPM 30	Computer Programming Languages -N/A	
Other Office Equipment N/A		Laboratory Equipment - Worked with a variety of lab equipment	
Other			
Have you ever been convicted of a crime (felony or misdemeanor including DUI) other than routine traffic citations? yes <input type="radio"/> no <input checked="" type="radio"/>			
If yes, give details. (Note: a criminal record is not necessarily a bar to employment. Each applicant is considered on an individual basis):			
Names of relatives employed by The Alabama Cooperative Extension System, Auburn University or Alabama A&M University:			
N/A			
Have you ever been discharged or forced to resign from employment? YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, give name of employer(s) and reason(s):			
Have you been previously employed by The Alabama Cooperative Extension System, Auburn University or Alabama A&M University: YES <input type="radio"/> NO <input checked="" type="radio"/>			
If yes, list dates of employment:	Title	Department/unit	Other name(s) under which you worked
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? yes <input type="radio"/> no <input checked="" type="radio"/>			
Proof of citizenship or immigration status will be required upon employment.			

Applicant's Agreement:

I hereby state that the information given by me on this form and in any interview is certified to be true and complete. I understand that this information is subject to verification, and that if this information is later found to be untrue, incomplete or misrepresented in any way, this will be cause for rejection of my application or, if already employed, for immediate dismissal. I also understand that the Alabama Cooperative Extension System may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I understand that the Alabama Cooperative Extension System reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during employment to the extent permitted by law.

I understand that this application will be given every consideration, but it is not a promise of employment. I further understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I understand that I have the right to terminate my employment at any time, with or without notice, and the Alabama Cooperative Extension System has the same right. No one other than the Director of the Alabama Cooperative Extension System has the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I acknowledge that I have received and understand written instructions regarding the application procedures for employment with the Alabama Cooperative Extension System

Applicant's Release

I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar's or Placement Office of all educational institutions attended to release an official copy of my transcript if requested. In addition, I authorize any law enforcement jurisdiction to release any information requested regarding my background to the Alabama Cooperative Extension System.

Selective Service Certification:

I certify that I comply with the provisions of the United States Military Selective Service Act (50 U.S.C. app. 453) by having registered with the Selective Service Board or that I am not required by law to register.

APPLICANT SIGNATURE Jillian Carol Gibbs

DATE Nov. 19, 2008

Related Professional Experience

Name Jillian C. Gibbs

Important: See instructions on reverse side before completing this form.

Begin with the most recent work experience. Do not include academic work experience with the Alabama Cooperative Extension System.

Employer Name & Address	Position	Major Duties	Dates (From M/D/Y — To M/D/Y)	Months Employed
TTL, Inc. 3516 Greensboro Ave. Tuscaloosa, AL 35401	Chemistry Lab. Tech.	Tested Water, & Waste Water, & Soil Samples	May 15, 2007 - August 15, 2007	4 Months

I certify that the above information is correct to the best of my knowledge.

Total Months

4

Total Years

/

Signature Jillian C. Gibbs

Date 11-19-08

Do not write below this line.

Approved by:

Extension Associate Director, Human Resources _____ Date _____

My official transcripts are being sent from UWA and BSCC. I was able to get an unofficial transcript from BSCC that is enclosed. However, I will not have any grades from UAB until December. I also do not have any transcripts for Samford because I do not begin classes until January.

GIBBS JILLIAN CAROL



[View Alerts](#)

0 Unread Alert(s)

Academic Term SPRING 2009

Unofficial Transcript

Help ?

Unofficial Transcript from: BEVILL STATE
 COMMUNITY COLLEGE
 PO BOX 300
 SUMITON AL 35148
 For Student: GIBBS JILLIAN CAROL

Academic Course Detail by Term
 Current: First: FA2003 Last: SP2005 Class: Sophomore
 As of: 11/19/2004 Status: Clear

FA2003	Gr	Attm	Ernd	QP	Crs	Status	Title	Sch Hr
BIO103 01	B	4.000	4.000	12.000			PRINCIPLES O	4.000
ENGL101 01	A	3.000	3.000	12.000			ENGLISH COMP	3.000
MTH100	A	3.000	3.000	12.000			INTERMEDIATE	3.000
PED259	A	1.000	1.000	4.000			VARSITY CROS	1.000
PSY100	A	1.000	1.000	4.000			ORIENTATION	1.000
SPH107 01	A	3.000	3.000	12.000			FUNDAMENTALS	3.000
Term		15.000	15.000	56.000	GPA: 3.733	PPR AS		
Cum		15.000	15.000	56.000	GPA: 3.733			
DEAN'S LIST								12/18/2003

SP2004	Gr	Attm	Ernd	QP	Crs	Status	Title	Sch Hr
ART100 01	A	3.000	3.000	12.000			ART APPRECIA	3.000
ENG102 01	A	3.000	3.000	12.000			ENGLISH COMP	3.000
HIS102 01	A	3.000	3.000	12.000			WESTERN CIVI	3.000
MTH112 01	B	3.000	3.000	9.000			PRECALCULUS	3.000
PED103 01	A	1.000	1.000	4.000			WEIGHT TRAIN	1.000
PED256 01	A	1.000	1.000	4.000			VARSITY TRAC	1.000
PSY200 01	A	3.000	3.000	12.000			GENERAL PSYC	3.000
Term		17.000	17.000	65.000	GPA: 3.824	PPR AS		
Cum		32.000	32.000	121.000	GPA: 3.781			
DEAN'S LIST								05/07/2004

SU2004	Gr	Attm	Ernd	QP	Crs	Status	Title	Sch Hr
ENG252 012	A	3.000	3.000	12.000			AMERICAN LIT	3.000
MTH113 012	C	3.000	3.000	6.000			PRECALCULUS	3.000
Term		6.000	6.000	18.000	GPA: 3.000	PPR AS		
Cum		38.000	38.000	139.000	GPA: 3.658			

FA2004	Gr	Attm	Ernd	QP	Crs	Status	Title	Sch Hr
CHM111	B	4.000	4.000	12.000			COLLEGE CHEM	4.000
ENG251 01	A	3.000	3.000	12.000			AMERICAN LIT	3.000
HIS101 01	A	3.000	3.000	12.000			WESTERN CIVI	3.000
MTH125	A	4.000	4.000	16.000			CALCULUS I	4.000
PED103A	A	1.000	1.000	4.000			WEIGHT TRAIN	1.000
Term		15.000	15.000	56.000	GPA: 3.733	PPR AS		
Cum		53.000	53.000	195.000	GPA: 3.679			
DEAN'S LIST								12/20/2004

SP2005	Gr	Attm	Ernd	QP	Crs	Status	Title	Sch Hr
BIO104 01	A	4.000	4.000	16.000			PRINCIPLES O	4.000
CHM112	A	4.000	4.000	16.000			COLLEGE CHEM	4.000
CIS146 01	A	3.000	3.000	12.000			MICROCOMPUTE	3.000
PED256 01	A	1.000	1.000	4.000			VARSITY TRAC	1.000
SOC200 01	A	3.000	3.000	12.000			INTRODUCTION	3.000
Term		15.000	15.000	60.000	GPA: 4.000	PPR AS		
Cum		68.000	68.000	255.000	GPA: 3.750			
PRESIDENT'S LIST								05/06/2005

Degree: LA LIBERAL ARTS

AA ASSOCIATE IN ARTS
MAGNA CUM LAUDE
Grad Date: 05/10/2005 Grad Term: SP2005

Honors: PHI THETA KAPPA HONORARY

COMPASS SCORES: PRE ALG 62 ALG 32 COL ALG 0 GEO 0 TRIG 0
RD 76 WRT 99 DATE 04/08/2003
ASSET SCORES: LNG 00 RD 00 NUM SK 00 MTH 00 DTE
ACT SCORES: ENG 23 MTH 22 RDG 25 SCI 23 COM 22 DATE 12/00/2002

THE UNIVERSITY OF WEST ALABAMA

Livingston, Alabama 35470

NAME: JILLIAN C. GIBBS
 ADDRESS: PO BOX 111
 CITY/ST: LIVINGSTON AL 35470
 BIRTH DATE: 08/25/1985
 STUDENT NO: XXX-XX-6416

Student Academic Record
 PAGE 1 OF 2

COURSE	Course Title	GRD	HA	HE	QLPTS
FALL TRANSFER TERM 2003 (08/18/2003 to 12/11/2003)					
Transfer Credit:	Bevill State Comm Coll Brewer Campus				
ENG-101	ENGLISH COMP I	A	3.0	3.0	12.0
ENG-102	ENGLISH COMP II	A	3.0	3.0	12.0
ENG-251	AMERICAN LIT I	A	3.0	3.0	12.0
ENG-252	AMERICAN LIT II	A	3.0	3.0	12.0
ART-100	ART	A	3.0	3.0	12.0
SPH-107	PUBLIC SPEAKING	A	3.0	3.0	12.0
HIS-101	WESTERN CIV I	A	3.0	3.0	12.0
HIS-102	WESTERN CIV II	A	3.0	3.0	12.0
PSY-200	PSYCHOLOGY	A	3.0	3.0	12.0
SOC-200	SOCIOLOGY	A	3.0	3.0	12.0
BIO-103	BIOLOGY I	B	4.0	4.0	12.0
BIO-104	BIOLOGY II	A	4.0	4.0	16.0
CHM-111	CHEMISTRY I	B	4.0	4.0	12.0
CHM-112	CHEMISTRY II	A	4.0	4.0	16.0
MTH-112	PRECAL ALGEBRA	B	3.0	3.0	9.0
Term	GPA 3.78	HA 49.0	HE	49.0	OPTS 185.0
Cum	GPA 3.78	HA 49.0	HE	49.0	OPTS 185.0
SPRING TRANSFER TERM 2004 (01/12/2004 to 05/06/2004)					
MTH-113	PRECAL TRIG	C	3.0	3.0	6.0
MTH-125	CALCULUS I	A	4.0	4.0	16.0
CIS-146	MICROCOMPUTER APPL	A	3.0	3.0	12.0
PSY-100	ORIENTATION	A	1.0	1.0	4.0
Term	GPA 3.46	HA 11.0	HE	11.0	OPTS 38.0
Cum	GPA 3.72	HA 60.0	HE	60.0	OPTS 223.0
FALL SEMESTER 2005 (08/22/2005 to 12/15/2005)					
CH241	ORGANIC CHEMISTRY I	B	4.0	4.0	12.0
MH246	APPLIED STATS IN SCI	B	4.0	4.0	12.0
MU100	INTRO TO MUSIC	B	3.0	3.0	9.0
PY310	DEVELOPMENTAL PSYCH	A	3.0	3.0	12.0
VA204	VARX CROSS COUNTRY/W	F	0.0	1.0	...
Term	GPA 3.21	HA 14.0	HE	15.0	OPTS 45.0
Cum	GPA 3.62	HA 74.0	HE	75.0	OPTS 268.0
SPRING 2006 (01/06/2006 to 05/04/2006)					
CH242	ORGANIC CHEMISTRY II	A	4.0	4.0	16.0
CH308	SEMINAR IN CHEMISTRY	A	1.0	1.0	4.0
CH321	QUANTITATIVE ANALYSIS	B	4.0	4.0	12.0
SY321	SOCIAL ORGANIZATION	A	3.0	3.0	12.0
Term	GPA 3.67	HA 12.0	HE	12.0	OPTS 44.0
Cum	GPA 3.63	HA 86.0	HE	87.0	OPTS 312.0
Term	06SP	(G):	Dean's	List	
SUMMER 2006 (05/30/2006 to 08/03/2006)					
CH491	UNDERGRAD RESEARCH	W	0.0	0.0	...
Term	GPA 0.00	HA 0.0	HE	0.0	OPTS 0.0
Cum	GPA 3.63	HA 86.0	HE	87.0	OPTS 312.0
FALL SEMESTER 2006 (08/21/2006 to 12/14/2006)					
EN100	INTR/ENVIRON SCIENCE	B	4.0	4.0	12.0
EN460	ENVIRONMENTAL LAW	A	3.0	3.0	12.0
PH201	COLLEGE PHYSICS I	C	4.0	4.0	8.0
VA204	VARX CROSS COUNTRY/W	F	0.0	1.0	...
Term	GPA 2.91	HA 11.0	HE	12.0	OPTS 32.0
Cum	GPA 3.55	HA 97.0	HE	99.0	OPTS 344.0

**** CONTINUED ON NEXT PAGE ****

Attn:
 ACES- HR
 104 Duncan Hall
 Auburn, AL 36849

Susan J. Sparkman
 SUSAN T. SPARKMAN
 REGISTRAR
 THE EMBOSSED UNIVERSITY SEAL AND THE
 SIGNATURE OF THE REGISTRAR ARE REQUIRED
 FOR THIS TRANSCRIPT TO BE OFFICIAL.

November 21 2008

THE UNIVERSITY OF WEST ALABAMA

Livingston, Alabama 35470

NAME: JILLIAN C. GIBBS
 ADDRESS: PO BOX 111
 CITY/ST: LIVINGSTON AL 35470
 BIRTH DATE: 08/25/1985
 STUDENT NO: XXX-XX-6416

Student Academic Record
 PAGE 2 OF 2

COURSE	Course Title	GRD	HA	HE	QLPTS
SPRING SEMESTER 2007 (01/08/2007 to 05/03/2007)					
BY212	GENERAL BOTANY	C	4.0	4.0	8.0
BY389	ADV LAB PRACTICUM/BY	A	1.0	1.0	4.0
BY471	BIOCHEMISTRY	C	4.0	4.0	8.0
PH202	COLLEGE PHYSICS II	B	4.0	4.0	12.0
TY352	HAZ WASTE OP/EM RESP	A	3.0	3.0	12.0
Term	GPA 2.75	HA 16.0	HE 16.0	QPTS 44.0	
Cum	GPA 3.43	HA 113.0	HE 115.0	QPTS 388.0	
SUMMER SEMESTER 2007 (05/30/2007 to 08/02/2007)					
EN409	ENVIRON SCI/INTERN	A	12.0	12.0	48.0
Term	GPA 4.00	HA 12.0	HE 12.0	QPTS 48.0	
Cum	GPA 3.49	HA 125.0	HE 127.0	QPTS 436.0	
Term	07SU	(G):	President's List		
FALL SEMESTER 2007 (08/20/2007 to 12/13/2007)					
BY242	GENERAL MICROBIOLOGY	B	4.0	4.0	12.0
BY242L	GEN MICROBIOLOGY LAB	N	0.0	0.0	..
BY222	GEN ZOOLOGY	A	4.0	4.0	16.0
BY222L	GENERAL ZOOLOGY LAB	N	0.0	0.0	..
GE102	PHYSICAL GEOLOGY	B	4.0	4.0	12.0
GE102L	PHYSICAL GEOLOGY LAB	N	0.0	0.0	..
EN404	TECH/RESRH/DATA ANAL	B	3.0	3.0	9.0
EN498	ST/NAT HISTORY BLACK BELT	A	3.0	3.0	12.0
Term	GPA 3.39	HA 18.0	HE 18.0	QPTS 61.0	
Cum	GPA 3.48	HA 143.0	HE 145.0	QPTS 497.0	
Term	07FA	(G):	Dean's List		

Degree : BS - Bachelor of Science
 Awarded on 12/13/2007
 Major : ENVSC - Environmental Sci

 End of official record.

Attn:
 ACES- HR
 104 Duncan Hall
 Auburn, AL 36849

Susan T. Sparkman

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November 21 2008