

Katie J. Miller
108 E. Ohio St., Apt. 2
Waynesfield, OH 45896
(419)303-3866
katiemiller.kj@gmail.com

Dear Sir or Ma'am,

I recently graduated with honors from Ohio Northern University with a Bachelor of Science degree in Forensic Biology and minors in Chemistry and Biochemistry. To fulfill program requirements, I spent ten weeks interning in New York City with the NYPD Forensic Investigations Laboratory in the spring of 2010. This lab is an ASCLD/LAB International accredited laboratory. While there I was able to rotate through eight units including the Firearms Analysis Section and the Trace Evidence Unit and observe the analysts as they processed a variety of cases from an extensive case load. The magnitude of the cases and the experienced analysts allowed me to gain valuable knowledge and experience handling firearms and ammunition, testing for GSR, restoring serial numbers, completing microscopic examinations and comparisons of ammunition, and entering images into the BrassCatcher software for IBIS. Being in the lab setting, I was also able to observe protocols and procedures, and the way in which ASCLD/LAB accreditation requirements are met.

This internship experience supplemented the education I received in Forensic Biology from ONU. As seen in my resume, the curriculum is a vigorous combination of biology, chemistry, and criminal justice courses, and I spent two quarters as an active member of the Mock Trial team. I have knowledge of the court systems and experience testifying as a forensic investigator from the hypothetical case. I have become experienced in working on complicated and fastidious tasks and work efficiently, accurately, and diligently. I am a fast learner and self-motivated to work individually until a task is completed, but I also cooperate well with others as a project leader or as one who follows the lead of another. I act responsibly and will adhere to a high standard of ethics to follow established protocol and procedures. If given the opportunity to join your laboratory, I will prove to be a valuable asset to the firearms and toolmarks examinations team.

Sincerely,
Katie J. Miller

Katie J. Miller