

Joshua Shutter
2744 Char La Mar Drive
Green Bay, WI 54311

October 24, 2011

Ms. Nancy Bakowski
American Chemical Society
1155 Sixteenth Street, NW
Washington, DC 20036

Dear Ms. Nancy Bakowski:

I am writing this letter to state my interest in applying for the American Chemical Society's 2012 Student Leadership Award.

Over the past several years, I have been fortunate to be in a position where I was able to lead organizations and the members that belong to them. For instance, I was the editor-in-chief of my high school's newspaper during my senior year in high school, and I am currently the treasurer of the student affiliates of the American Chemical Society at the University of Wisconsin.

There have been many skills and lessons that I have obtained from both my role as an editor in high school and current treasurer at the University of Wisconsin. As an editor, I learned that the key to managing an organization is being able to effectively lead its members. To do so, I have found that being firm yet gentle with people causes them to be more willing to complete their tasks. As an editor and treasurer, I have also found that it is essential to be both prepared and knowledgeable about everything happening within the organization. By doing so, members are more willing to trust their leader and also do their own parts within the group. Additionally, dedication is a key skill that I believe is essential for any leader to run an organization. I have found that my own strong dedication in being an editor and a treasurer have made it easier for me to make effective decisions because I am knowledgeable about what works for the group and what does not. Because of my dedication, other members have also been more willing to trust my decisions.

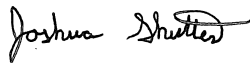
Of course, there are leadership skills that I would like to further develop and enhance. As an undergraduate chemistry major, I am more on the quiet side and would like to learn how to be more outward going. Also, I would like to learn ways that would help to improve my verbal communication. Lastly, I am really interested in learning how other leaders are able to organize meetings that require extensive planning and preparation.

As current treasurer for the university's ACS student chapter, I eventually will be leading the chapter and thus be able to utilize my leadership skills. One way that I would like to strengthen our chapter is to offer our members the opportunity to have lunch with speakers who are visiting

the chemistry department from other universities. This would require both extensive planning beforehand as well as dedication and organization. Building off that idea, it would be reasonable for our chapter to host or sponsor a visiting professor that would then have a seminar geared towards undergraduates. By providing this opportunity to our members, it would both strengthen the group and utilize my leadership skills. Other initiatives that would definitely strengthen our group and utilize my leadership capabilities are creating more of a dialogue between undergraduate chemistry majors and researchers within the chemistry department as well as building a relationship with the Physics Club and other organizations within the community.

From my previous and current leadership roles, I have found that it is truly humbling to be given the opportunity to lead which is why I find it desirable to be able to improve my leadership skills and capabilities.

Sincerely,

A handwritten signature in cursive script that reads "Joshua Shutter".

Joshua Shutter

Enclosures

2012 Student Leadership Awards Application Form

Please complete all fields and e-mail this form to undergrad@acs.org (include "2012 Leadership Awards" in the subject line) or FAX to 202-872-8068. All paid student members who have completed at least one year of undergraduate studies in the chemical sciences and have held elective office in an active student chapter are eligible to apply. Preference will be given to sophomores and juniors.

All applications must be received by October 26, 2011

1. Full Name:	Joshua David Shutter
2. Email Address:	jdshutter@wisc.edu
3. SSN:	396-08-4438
4. Mailing Address:	2744 Char La Mar Drive Green Bay, WI 54311
5. Telephone:	(920) 664-5678
6. Fax:	Not applicable
7. Institution name:	University of Wisconsin - Madison
8. Faculty Advisor /email	Dr. Ieva Reich ilreich@wisc.edu
9. ACS Student Member Number:	30158607
10. Expected Graduation Date:	May 2014

Joshua Shutter
Applicant Signature

10/24/11
Date

Ieva Reich
Faculty Advisor Signature

10/25/11
Date

Joshua Shutter

jdshutter@wisc.edu, (920) 664-5678

School: 970 University Avenue, Madison, WI 53706
Permanent: 2744 Char La Mar Drive, Green Bay, WI 54311

Education

University of Wisconsin-Madison
Bachelor of Science, May 2014
Major: Chemistry
GPA: 4.0 / 4.0

Honors and Awards
Dean's List, two semesters
Wisconsin Public Service Scholar
Wisconsin Academic Excellence Scholarship

Relevant Courses

Organic Chemistry
General Physics
Introduction to Programming

Scientific Communication
Multivariate Calculus
Linear Algebra and Differential Equations

Research Experience

Undergraduate Researcher *February 2011 - Present*
University of Wisconsin - Madison Department of Chemistry

- Member of the department's only physical-organic group that studies reactive organic intermediates of astrochemical interest
- Performed computational work to assess the feasibility of searching for the enol isomers of carbonyl-containing compounds in the interstellar medium
- Utilized LabView 2010 to program and control upgraded equipment in the group's rotational spectroscopy laboratory
- Commended for dependability and strong work ethic

Leadership Experience

Treasurer of the Student Affiliates of the ACS *September 2011 - Present*
University of Wisconsin - Madison Department of Chemistry

- Maintained group's finances as well as assisted in planning meetings and accommodating lecturers
- Member of the American Chemical Society since October 2010

Editor-in-Chief of High School Newspaper *April 2009 - May 2010*
Green Bay Preble High School

- Supervised thirty students to ensure deadlines were always met on time
- Planned and edited the newspaper so that high-quality papers were published

Chemistry-Related Work Experience

Library Clerk *June 2011 - Present*
University of Wisconsin - Madison Chemistry Library

- Guided both undergraduate and graduate students through library resources to find chemical information
- Performed usual circulation desk duties such as checking out and shelving books

Computer Skills

Proficient: Java, UNIX, LabView 2010, MathCAD, Gaussian 09, CFOUR
Expert: Microsoft Office, Adobe Creative Suite

Hi Nancy,

I would like to recommend Joshua Shutter for a Student Leadership Award. Joshua is a sophomore Chemistry Major here at Wisconsin and has been a student in my Organic Chemistry class since the beginning of the Fall semester. He is an excellent student and got a high A on the first exam. He is also an active member of the ACS Student Chapter of which I am the Advisor. He has been a member since his freshman year. At present he is Treasurer and we are grooming him to run for next year's President. It would be great if we could get a junior as president next year and have him as President for two years insuring some continuity among the officer group which is hard because usually there is so much change in the student leaders every year.

He would greatly benefit in attending the ACS Leadership Institute next January where he could hone his already substantial leadership skills. He is very eager to do this and his intellectual abilities as seen by his performance in my class and his GPA make him an ideal candidate. He is a quick study and will make the most of this opportunity.

Sincerely,
Ieva Reich

Ieva L. Reich
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