

JOHN A. SMITH, JR.

PERMANENT ADDRESS

815 Griffin Street
Auburn, NY 13251
(315) 492-4321

SCHOOL ADDRESS

289-A Perkins Road
Rochester, NY 14623
(585) 424-1234
JAS8123@rit.edu

OBJECTIVE

To obtain a Co-op position, in applied physics, involving "hands on" experience
Available Spring (March xx – May xx) and/or Summer (May xx – Aug xx) quarters

EDUCATION

Rochester Institute of Technology

3rd year student; BS in *Physics* expected May xxxx

Rochester, NY

xx/xx-present

Major Courses (through Feb. xxxx)

- ◆ University Physics I, II, III w/Labs
- ◆ Computational Physics and Programming
- ◆ Modern Physics w/Lab
- ◆ Semiconductor Physics w/Lab
- ◆ Lab Techniques
- ◆ Calculus I-IV
- ◆ Differential Equations
- ◆ Electronic Measurements
- ◆ Intermediate Mechanics
- ◆ Thermal Physics
- ◆ Theoretical Physics
- ◆ Chemical Principles I, II w/Labs

SKILL AREAS

◆ Scientific:

statistical analysis of lab data, vacuum usage,
digital & analog electronics and applications,
quantum physics, optical diffraction and interference,
electron and nuclear spectroscopy, cryogenics chamber

◆ Computer:

Mathematica, FORTRAN,
Microsoft Word & Excel, File
Maker Pro

RESEARCH EXPERIENCE

R.I.T. – Physics Dept.

Assist faculty member's study of the sputtering pressure
dependence of residual resistivity in copper thin films.
Personal role includes extensive use of a Hi-Vac system
and cryogenics chamber.

Rochester, NY

Sept. xxxx-Present

WORK EXPERIENCE

Davis Construction

Laborer

Demolition, dry-wall and ceiling construction and repair, fireproofing,
fork lift operation

Rochester, NY

Summer xxxx

Outside Supply Co.

Warehouse worker

Stocking; roofing, siding, gutter parts. Tow-motor operation (small fork lift),
gutter machine operation

Syracuse, NY

Summer xxxx

ACTIVITIES

- ◆ Society of Physics Students, (RIT chapter)
- ◆ RIT Intramural Indoor Soccer
(Fall xxxx-present)
- ◆ Eagle Scout; Boy Scouts of America (xxxx-present)
- ◆ Various volunteer activities (xxxx-present)
canned food drives, holidays food baskets,
Ronald McDonald House, Cystic Fibrosis,
Susan Kommen Breast Cancer Foundation

Jean Green

RITstudent1@hotmail.com

Permanent Address

802 Colt Street
Williamsville, NY 14044-9740
(716) 941-5353

Local Address

601 Nathaniel Rochester Hall
Rochester, NY 14623-5699
(585) 758-4233

Job Objective

- ◇ Summer cooperative education/internship employment, to gain experience in and contribute to my employer's work/research in the environmental field, preferably involving remote sensing
- ◇ Available from May 25 through September 1

Education

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY
2nd year student; BS in **Environmental Science** expected in May 20xx, MS expected in May 20xx

GPA: 3.47

Scholarships: RIT Presidential
Excellence in Environmental Science

Related Courses (through 2/xx):

- ◇ Introduction to Environmental Science I-III
- ◇ Environmental Science I-III Laboratories (Field Research, Group Work)
- ◇ Calculus I-IV
- ◇ University Physics I-II
- ◇ Organic Chemistry I-II
- ◇ General and Analytical Chemistry I-III

Skills

- ◇ Water and soil testing and analysis
- ◇ Freshwater species identification
- ◇ Biology and chemistry lab knowledge: titrations, reactions, distillations
- ◇ Technical writing, notebook, and presentations
- ◇ Benthic macroinvertebrate measurements
- ◇ Windows 98, 2000, Me; Microsoft Office (Word, Excel, PowerPoint)
- ◇ Spanish language skills in speaking, reading and writing

Related Experience

9/99 – 6/00

Internship at Tifft Nature Preserve, Buffalo, NY

Taught Community Ed. classes in Collection & Presentation of Data

Summer 1998

Planned and built a pond as Vice President of high school Ecology Club

Work Experience

12/00 - present

Note taking for deaf students in various classes

1997 - 2000

St. Martin's Lutheran Church, Boston, NY

Upkeep and cleaning of church

Activities

- ◇ Member of the House of General Science
- ◇ President and founding member of the RIT Hockey Booster Club

IRA A. STUDENT

123 Marlboro Way
Rochester, NY 14600

Voice: (585) 321-4321

Email: IST2222@rit.edu

OBJECTIVE Work experience in Biotechnology or a related field, preferably including intensive lab research activities, as an *intern/co-op student*.

AVAILABLE May 24 – Aug. 27 or Nov. 24, xxxx

EDUCATION **ROCHESTER INSTITUTE OF TECHNOLOGY** Rochester, NY
B.S. Degree in BIOTECHNOLOGY, expected May xxxx

Major Subjects Biology: Cell Biology, Developmental Biology*, General Physiology*
Immunology, Molecular Biology
Tissue Culture *
(through Feb. 'xx) Chemistry: General Analytical Chemistry*, Organic Chemistry*
Data Analysis (MINITAB) *Included laboratories

GPA 2.97 Overall (Transcript provided upon request)
3.25 In Field of Study

Scholarship RIT Presidential

LAB SKILLS Sterile technique, establishing primary tissue & cell cultures, thin layer chromatography, titration, chemical separations, microtest plates and other microtechniques, small lab animal techniques

RELATED EXPERIENCE RIT – Dept. of Biology
9/xx – 12/xx Instructor's Assistant for Developmental Biology Lab
Prepared labs, assisted students, graded homework, helped improve handout publications

OTHER EXPERIENCE RIT – Grace Watson Dining Hall
9/xx – Present Food preparation (average 18 hr./week)

Summer xxxx College Pro Painters, Rochester NY
Foreman: Trained and supervised crew of exterior painters. Resolved problems and other customer relations as needed.

Summers xxxx – xx Chase-Pitkin (large hardware retailer), Pittsford NY
Register. Also sales – floor work in Paint Dept.

ACTIVITIES Alpha Gamma Rho fraternity; Student Events Committee of Student Alumni Network; intramural basketball; organic gardening and landscaping

Buster T. Brown

Home: 123 Woodward Way, Fairport NY 14450

(585) 223-0006

e-mail BBB0399@aol.com

School: CPU 973, Grace Watson Hall, Rochester, NY 14623

(585) 475-9876

OBJECTIVE

Summer co-op/internship position in a laboratory chemistry technician role, beginning about May 25, xxxx

EDUCATION

Rochester Institute of Technology, Rochester, NY

Bachelor of Science in Chemistry

expected xxxx

Monroe Community College, Rochester, NY

Basic coursework in Liberal Studies & Chemistry

xxxx-xxxx

GPA: 3.2/4.0

KEY COURSES (through 5/xx)

- ◆ Chemical Safety
- ◆ General Chemistry I,II, (with lab)
- ◆ Quantitative Analysis I, II (with labs)
- ◆ Calculus I-III
- ◆ Computer Techniques
- ◆ Instrumental Analysis-w/lab

SKILLS

- ◆ Titration/Filtration Techniques
- ◆ Quantitative Analysis
- ◆ Distillations/Reflux
- ◆ Spectral Analysis
- ◆ Microsoft Word, Excel
- ◆ C++ Programming
- ◆ Fluent in German

WORK EXPERIENCE

Wegman's Supermarket, Rochester, NY

Cash register, customer service

Sept., xxxx-present

Summer & part-time

VOLUNTEER EXPERIENCE

Camp Good Days and Special Times, Mendon, NY

Counselor; campers are children with special needs.

Summers xxxx, xxxx

HONORS/ACHIEVEMENTS

- ◆ Valedictorian of high school class (of 280)
- ◆ National Merit Scholarship Semi-Finalist
- ◆ American Chemical Society Award for top chemistry student in high school

ACTIVITIES

Alpha Chi Sigma (professional chemistry fraternity at RIT), Vice President

RIT Singers

Fairport H.S. Varsity Swim Team, Co-Captain

Donna N Andrews

14 Andrews Memorial Drive
Rochester NY 14623
585-709-1234
dna9395@rit.edu

- Objective:** Gain work experience in Biotechnology/Bioinformatics as a co-op student/intern.
Available: Late May – August xxxx
- Education:** Rochester Institute of Technology Rochester, NY
B.S. Degree in Bioinformatics, expected May xxxx
GPA = 3.15
- Key Courses:** (through Feb. '05)
Bioinformatics: Introduction to Bioinformatics
Biology: Biology Science Research (Human Genetics), Cell Biology, Genetics, Introductory Biology I – III*, Biochemistry Metabolism
Math: Discrete Math, Calculus I, II, Statistics
Computer Science: Computer Science I*, II* (Java)
Chemistry: Introduction to Organic Chemistry*, General and Analytical Chemistry I*, II*
* Included laboratory
- Technical Expertise:**
Computers: Unix, Java, NCBI Resources including BLAST, PubMed, Entrez, and GenBank.
Laboratory: Techniques including handling DNA samples, micropipetting, PCR, DNA extraction and sequencing, and running gels.
- Research Experience:** RIT-Department of Biology
Undergraduate Research in Human Genetics Laboratory
Researched the Genetics of Presbycusis in Humans.
Extracted and sequenced DNA, ran PCR and gels.
- Work Experience:** June 2000-present Wegmans Food Markets, Inc
Produce Clerk and Cashier
- Activities:** RIT Crew – Captain
AWIS member (Association for Women in Science)

Ann Aalana

Tel: 585-xxx-xxxx
abc2524@rit.edu

1 Smith Avenue
Rochester, NY 14622

Objectives To obtain a summer co-op or internship to use and expand my laboratory skills

Education **Rochester Institute of Technology**, Rochester NY.
Bachelor of Science in Biomedical Sciences, expected November xxxx
GPA 3.12 (in major)

Key Coursework: Immunology*, Biology*, Developmental Biology,
Chemistry*, Organic Chemistry*, Medical Terminology, Medical
Pathophysiology, Computers in Medicine, Biochemistry*, Medical Genetics
* included labs

Joseph C. Wilson Magnet High School, Rochester NY
Science and Technology Regents Diploma, xxxx; 5th in class (130)
Honors: Who's Who Among American High School Students, National Honor
Roll, National Society of High School Scholars

Skills **Laboratory:** Distillation, chromatography, filtration, crystallization, extraction,
vacuum systems, solvent removal, measuring pH, drying organic solutions, using
centrifuges, etc.
Software: Microsoft Word, Excel, PowerPoint, Access; A.D.A.M.
Operating Systems: Windows 98, 2000, NT, XP, Vista

Work Experience **R.I.T. Distributed Support Services** Rochester, NY xx/xxxx-Present
Computer Lab Assistant (14 hr./week)

- Answering users' questions on any computer application or software
- Make sure equipment is in order and stays in lab

Rochester General Hospital Rochester, N.Y. xx/xxxx - xx/xxxx
Unit Secretary – Cardiac Unit

- Responsible for providing, organizing and supporting services to unit.
- Responsible for clerical duties on the unit including transcription and maintenance of patients' charts

Languages Bilingual. Read, speak and write both English and Spanish fluently.

Activities AALANA Collegiate Association
Society of Hispanic Professional Engineers
Latin American Student Association
President (2007-2008); Secretary (2006-2007)

MARY MATHY

mmm3333@rit.edu
(585) 789-1234

Local Address (through May 2009):
9 Nathaniel Rochester Hall
Rochester, NY 14623

Permanent Address:
88 Bridge Circle Road
Rochester, NY 14604

OBJECTIVE

Obtain a summer cooperative education position as a decision support analyst that utilizes my mathematical and problem solving skills. Available June - August 2009.

EDUCATION

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY

Bachelor of Science/Master of Science Dual Degree in Applied Mathematics, expected May 2012

GPA: 3.71/4.00

Scholarships: RIT Presidential Scholarship, Honors Program Scholarship, Math and Statistics Fund Scholarship

Related Courses (through May 2009):

Calculus I-IV	Differential Geometry
Complex Variables	Discrete Mathematics I, II
Differential Equations	Linear Algebra I, II

TECHNICAL SKILLS/EXPERIENCE

Java, Unix, Maple, Minitab, MS Office

PROJECTS

Numerical Analysis: Applied Newton's Method to a simulation of a simple harmonic oscillating system with exponential decay. Through the use of numerical analysis techniques, discovered definite fractal geometry patterns and innovated methods for analyzing patterns of convergence and divergence using simple physical systems.

WORK EXPERIENCE

ROCHESTER INSTITUTE OF TECHNOLOGY: ACADEMIC SUPPORT CENTER
Mathematics Tutor

Rochester, NY
01/08 - Present

- Tutor students in varying levels of mathematics.

TINA'S HALLMARK
Sales Associate

Amherst, NY
06/07 - 06/08

- Ran cash register, provided customer service, and created and organized product displays.

SHERIDAN SURGICAL, INC.
Billing Department Assistant

Amherst, NY
07/06 - 09/06

- Performed filing and faxing, processed invoices and confidential insurance paperwork, and contacted clients regarding billing issues.
- Assisted in the implementation of a new computer system.

ACTIVITIES/INTERESTS

RIT Honors Program
Peer Mentor

REFERENCES

Available upon request.

Jack Jackson

jjj1234@rit.edu
(585) 111-1234

Current Address (through May 2008)
10 Andrews Memorial Drive
Rochester, NY 14623

Permanent Address
505 Lovely Lane
Endicott, NY 13760

Objective

To obtain a summer co-op position with a Federal agency, where I can utilize my mathematical analysis and technical skills to decrypt intelligence documents.

Education

Rochester Institute of Technology, Rochester, NY
Bachelor of Science in Computational Mathematics, expected May 2010
GPA: 3.33

Skills

Technical Skills:

PROGRAMMING

Java, C++, C, Visual Basic, SAS

SOFTWARE

Minitab, Mathematica, MATLAB, Microsoft Office, Adobe Photoshop

Other Skills:

LANGUAGE

Spanish, Chinese, and American Sign Language

Work Experience

Rochester Institute of Technology, Rochester, NY | May 2007 - Present
Apartment Facilities Student Assistant

- Assist in the renovation process of the apartment complexes

Rochester Institute of Technology, Rochester, NY | Sep 2006 - May 2007

Teaching Assistant, Calculus I

- Graded course assignments
- Prepared course material and assisted professor during class
- Tutored students outside of class

Rochester Institute of Technology, Rochester, NY | Aug 2006 - Sep 2006

Orientation Assistant

- Led incoming students through activities to increase their understanding of RIT and college life

Activities

Global Union, Rochester, NY | May 2006 - May 2007

President

- Allocated institutional funds to active student groups
- Organized annual festivals and performances for over 400 attendees

Coalition for a Better World - K-12 Program, Rochester, NY | Sep 2006 - May 2007

Coalition Coordinator

- Prepared course material for introductory college courses
- Led small groups of high school students through different social activities

Awards

Academic Scholarship (2003 - 2007), Good Samaritan Scholarship (2006 - 2007)

References Available Upon Request