

SAMPLE RESUMES

John Q. Student

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Albany, NY 47152
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JOB OBJECTIVE To obtain full time co-op employment in the field of Mechanical Engineering.
Available from March xx - August xx

EDUCATION **ROCHESTER INSTITUTE of TECHNOLOGY. . . Rochester, New York**
Mechanical Engineering Technology
Bachelor of Science (May xxxx)
GPA 3.23/4.00
Courses:

- Statics, Thermodynamics, Kinematics, Mechanics, and Dynamics
- Machine Design and Hydraulics/Pneumatics
- Physics, Materials Processes, Materials Testing, CAD, FEA

SKILLS AutoCad 13, Algor SuperSap, Cadkey, Excel, Word, Basic, Fortran, C

RELATED EXPERIENCE

ROTARY LIFT CO. . . Madison, Indiana
Engineering Co-op

- Assisted in final product design of superstructures and power units for vehicle lifts
- Performed stress calculations according to ETL specifications for hydraulic lifts
- Responsible for parts specifications and procurement of parts for power units
- Utilized Auto-Cad release 12 in completion of working drawings for virtually all parts of lifts
- Gained practical experience in the execution of many manufacturing processes including welding, laser cutting and plasma burning
(x/xx to x/xx)

EXPERIENCE

GRACE WATSON DINING HALL. . . Rochester, New York
Back House Manager

- Supervise back house staff of 9-12 employees
- Assist in the scheduling of back house staff
- Responsible for equipment maintenance and the stocking of the dining hall
- Scheduling an average of 24 hours per week, while maintaining full class load
(x/xx to Present)

Staff Member

- Served meals to patrons, replenished food and dish supplies, and cleaned
- Worked an average of 15 hours per week in addition to full class schedule
(x/xx to x/xx)

ACTIVITIES Cycling, Weight Lifting, Running, Volleyball, Golf

DAVID T. WYLIE

Home • 123 Main Street • Albany, NY 12345 • Phone (518) 456-7890
School • PO Box 007 • 25 Andrews Memorial Drive • Rochester, NY 14623
• Phone (585) 464-0030 • E-mail: dtw4112@rit.edu

JOB OBJECTIVE

A cooperative education position designing and testing packaging for industrial products. Available spring and summer quarters (February 25 - August 24, 20 XX).

EDUCATION

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY

Major: Packaging Science (Technical Option)

Degree: Bachelor of Science, expected in November 20 XX

Related Subjects:

- Shock & Vibration
- Computer Techniques
- Methods of Evaluation
- Statistical Quality Control
- Containers
- Technical Communications
- Production Systems
- Packaging Materials

GPA: 3.25/4.00

Honors: Dean's List, Fall 20 XX and Spring 20 XX
Kraus Memorial Scholarship

Activities: RIT Packaging Club (Treasurer, 20 XX- XX), Rochester Area
Packaging Association, Pi Kappa Gamma (Packaging Honorary
Group), Ski Team.

SPECIAL SKILLS

AutoCAD, QuarkXPress, Word, Excel, Fluent in Spanish

RELATED WORK EXPERIENCE

DEL MONTE CORP., Walnut Creek, CA June - September, 20 XX

Packaging Lab Assistant. (Co-op)

Participated in daily lab activities including dynamic testing, distribution comparison studies, audits, and report writing. Gained considerable experience in testing, including vibration, shock, compression, and rail impact. Cited for outstanding performance.

OTHER WORK EXPERIENCE

MAYER BOAT CO., Rochester, NY 20 XX to present

Part-time. (15 hr/week)

Preparation and repair of boats and motors.

CARTHAGE CONSTRUCTION CO., Albany, NY 20 XX and 20 XX

Summer jobs as Carpenter

Renovation and remodeling of old homes.

INTERESTS

Photography, woodworking, and volunteering in the Literacy Program.

REFERENCES

Available upon request

SHARON C. SMITH

111 Lomb Memorial Way
Rochester, NY 14623
585/475-0000
Email: scs0045@rit.edu

Objective: Cooperative Education Position in Environmental Health and Safety
Available June - August xxxx

Education: **Rochester Institute of Technology**, Rochester, New York
Bachelor of Science February, xxxx
Environmental Management & Technology
3.6 GPA
Honors: RIT Scholarship, 2 years. Frederick Douglass Scholarship, 1 year.

Major Coursework: Environmental Health and Safety, Environmental Law,
Environmental Finance, Solid Waste, Recycling, Waste Reduction, Special and
Hazardous Waste, Public Policy for Environment.

Special Skills: OSHA 40 Hour Training Certificate, Water Safety Instructor, American
Sign Language (intermediate level), able to read and write
beginning Japanese.

Health and Safety

Experience: **ABC Corporation**, Someplace, New York
Project Assistant. Assisted Director of Environmental Management with special projects.
Completed study of safety practices in chemical development departments and produced
manual for managers. Researched current gov. regulations and prepared report for dept.
Trained on new monitoring equipment for air flow and pollution. xx/xx to xx/xx

RIT Environmental Services, Rochester, New York
Safety Design Tech. Part-Time. Worked with Environmental Safety team in design of
new safety features for labs in engineering and science buildings. Assisted in gathering
data and preparing reports. Tested monitoring equipment. Trained lab assistants in
proper use of equipment. xx/xx to xx/xx

Additional Experience:

XYZ Consultants, Someplace, Colorado
Inspection Coordinator. Co-op Position. Responsible for coordinating inspections and
data collections for hazardous waste. Recorded hazardous waste label information,
chemical constituents, and characteristics ratings. Assisted in preparing report for client
and presentation to management group. xx/xx to xx/xx

Oceanography, Inc. Other, Florida
Special project as part of honors class. Studied marine ecosystems and environmental
interactions. Conducted research on econodermata of small islands and prepared manual
for local environmental organization. Supervised tours for local high school students.
xx/xx to xx/xx

Activities/ Interests/ Leadership:

President of RIT Environmental Students Club, 2 years. Member of RIT Gospel
Ensemble, 4 years. RIT Campus Tour Guide. High School National Honor Society.
Junior Girl Scout Leader xxxx-xx. Foreign Exchange Student to Japan, xxxx.

R·I·T

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www.rit.edu/co-op/careers

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