**Sample Student Resume**

|  |
| --- |
| **RICHARD ANDERSON**1234, West 67 Street, Carlisle, MA 01741,(123)-456 7890.**OBJECTIVE:** Seeking an entry-level position within the Engineering Department of a manufacturing facility. **EXPERIENCE:** **Castle Island Engineering Works, South Boston, MA****May – Sept 2001****Summer Placement** * Performed time studies on each process in a large manufacturing area.
* Planned the floor layout for a new automated production line.
* Completed Auto-CAD drawings for the Senior Engineer on line layout and ergonomic space-saving concepts.
* Identified potential bottlenecks to production, and developed methods to reduce and prevent these impediments to efficiency.
* Completed change requests on production procedures and drawings.

**Douglas Engineering Co. Ltd., Cambridge, MA****June – Sept 2000****Summer Placement** * Completed Auto-CAD drawings of proposed layouts for a large production facility in Boston.
* Reviewed production procedures and engineering specs including machine drawings prior to submittal for review in the change process.
* Developed and maintained a database for tracking tech files, equipment specs, equipment installation checklists etc.

**EDUCATION:** **Boston University, Boston, MA****2000 - Present**BS in Mechanical Engineering, Graduated with Honours.**Boston College, Boston, MA****1999 –2001**BS in Computer Science**RELEVANT INFORMATION:** * Proficient in Microsoft Word, Excel, Access, PowerPoint, Auto-CAD and Java.
* Participated in a two-week course in Machine Design, Christmas 2000.
* Other interests include Aircraft Model making and design, carpentry and tool making.
* Hobbies include Football, Hockey, Swimming and Reading.
 |

**RICHARD ANDERSON**
1234, West 67 Street,
Carlisle, MA 01741,
(123)-456 7890.

**OBJECTIVE:**

Seeking an entry-level position in an Engineering Services/Documentation department

**EXPERIENCE:**

**Quincy Diagnostics, Quincy, MA**
**May – Sept 2001**

**Summer Placement**

* Assisted with the processing of document change requests for Manufacturing Procedures and Protocols.
* Reviewed change requests for completeness and absence of error prior to submittal for change.
* Assisted with the filing, printing, issuing and copying of documents for the department and the manufacturing areas.
* Assisted in the completion of urgent change requests, retrieving data or signatures necessary for the swift processing of these documents.
* Released new documents to the production areas.

**South Boston Medical Inc., South Boston, MA**
**June – Sept 2000**

**Summer Placement**

* Assisted with the correction and typing of documents required for use within the production, quality and engineering departments.
* Processed incoming change requests in order of priority.
* Reviewed each document for completeness or errors.
* Filed and maintained technical files, change orders, validations and protocols within the department.

**EDUCATION:**

**Boston College, Boston, MA**
**2001 – Present**

BS in Computer Science

**Boston University, Boston**
**1998 – 2001**
BS in Business and Communications, Graduated with Honours.

**ADDITIONAL INFORMATION:**

* Proficient in Microsoft Word, Excel and Access.
* Fluent in French and Italian.
* Hobbies include Swimming, Tennis, Reading, Travel.

|  |
| --- |
| **RICHARD ANDERSON**1234, West 67 Street, Carlisle, MA 01741,(123)-456 7890.**EDUCATION****J.D. Degree** (Or Juris Doctor Degree–never Juris Doctorate) anticipated or expected May, 2006, West Virginia University **College of Law, Morgantown**, WV. GPA 2.9/4.3 Class Rank: 45/160. Top one/third. **B.S. in Civil Engineering, summa cum laude**, May 2003, West Virginia University College of Engineering, Morgantown, WV GPA 3.98/4.0. Class Rank: Second in class of 500. **EXPERIENCE****Summer Associate, Dewey Cheatham And Howe**, Pittsburgh, PA. May- August 2005 Rotated between Real Estate and Corporate Departments. Research and drafted memoranda in areas of antitrust and trade regulation, electronic commerce, and land use planning. **Volunteer Legal Clerk, Hometown Legal Firm**, Anywhere USA May-August 2004 Researched property records at courthouse and prepared memoranda for attorneys; delivered and picked up various legal documents as assigned. Helped with document sorting. **Student Intern, WVU College of Engineering**, Morgantown, WV. June 2002-May 2003 Performed legal research and analysis to assess the statutory, regulatory and case law ramifications of innovative underground storage tank remedial technology. **Summer Worker**, 1999-2003. Various jobs to provide part of educational experiences including: Laborer Convex Eagle Glass, Clarksburg, WV. Counter person, Wendy’s International, Morgantown. **HONORS AND ACTIVITIES** **WVU College of Law** Student Member, American Bar Association; Member, Patent Law Student Association; Member, Volunteer Law Clerks, student organization which researches legal questions assigned by WV Circuit Judges; Member, International Law Society; Phi Alpha Delta, International Legal Fraternity. **West Virginia University** Member, Mountain Honorary, highest honor society for WVU undergraduate students; Mortar Board National Honor Society; Captain, (two years) Varsity Tennis Team. **SKILLS AND INTERESTS** Fluent in spoken and written German, reading knowledge of Spanish and French. Certified in LEXIS and West Law. Excellent ability in WordPerfect, Microsoft Word, GroupWise and Quicken. Captain, tennis team, 4 years undergraduate.  |