**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. |