

List education and experience in reverse chronological order with appropriate categories.

BRUCE R. CHEMICAL

276 OAK DRIVE
WILLIAMSTOWN, NJ
856-123-4567

CHEM9876@ROWAN.EDU

OBJECTIVE

To obtain an advanced internship position in Chemical Engineering utilizing my practical experience in a multidisciplinary environment.

EDUCATION

Bachelor of Science, Chemical Engineering **anticipated May 200x**

Rowan University, Glassboro, New Jersey

GPA - 3.3, Dean's List

HONORS/LEADERSHIP

Bloustein Scholar

National AIChE Member

Student Government Freshman Senator

Alpha Phi Omega, Events Co-chair

COMPUTER SKILLS

Stratographics, Mathematica, CAPCOST, HYSYS, Visual Basic, C++, AutoCAD LT, Macromedia Products, Microsoft Office

ACADEMIC PROJECTS

Reverse Engineering of a Coffeemaker, Mars Mission Design, Oxygen Transfer in a Bioreactor, Novel Applications of Phase Transfer Catalysis

Developed team and design skills while working with students from four different engineering disciplines. Utilized oral and written communication skills to produce project documentation and presentations. Researched related patents, economic and technical feasibility, safety and ethical issues.

INTERNSHIP

Hamilton Mills, Inc., Vineland, NJ **Summer 200x**

Worked full-time with experienced Research and Development staff over a three-month period. Utilized scientific techniques and chemical engineering principles to develop and implement quality control testing methods that were reproducible and reflective of material properties. Published four testing methods for continued use in company laboratory setting.

WORK EXPERIENCE

Pharmacy Clerk **June 199x-Sept. 200x**

Service Pharmacy, Woodstown, NJ

Worked 15-30 hours per week during summers, vacations and during school months to earn money toward college expenses. Assisted druggist with processing prescriptions, verifying insurance and drug allergy records, verifying prescription renewals with local doctors' offices, responding to customer inquiries and providing friendly service. Also responsible for cash and credit transactions, coordination of inventory and purchasing, plus preparation and delivery of night bank deposits.

References available upon request.

List education and experience in reverse chronological order within appropriate categories.

Christine Mechanical
mech5555@students.rowan.edu

Campus Address

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201 Mullica Hill Road
Glassboro, NJ 08028
856-256-5555

Permanent Address

21 E. Washington St.
Woodstown, NJ 08098
856-769-9551

Objective: An internship position in Mechanical Engineering.

Education

Bachelor of Science, Mechanical Engineering **expected May 200x**

Rowan University, Glassboro, NJ

Relevant Coursework, Experience, and Skills

Design Projects

- Drop tower for destructive testing of aircraft seats – Junior Clinic
- Human-powered-vehicle for two riders - ASME competition
- Human-powered stair climber for wheelchair users - Sophomore Clinic
- Baseball stadium for Philadelphia - Sophomore Clinic
- Small-scale brewery - Freshman Clinic

Communication, Teamwork, and Leadership

- Participated in semester-long, multidisciplinary team projects
- Researched technical information, legal codes, and related patents
- Wrote documentation and progress reports
- Coordinated team activities
- Organized team, planned design project, and presented results for design competition

Computers and Drafting

- HTML, C++, Mathematica, MathCAD, AutoCAD, Solidworks
- Windows 95/98, Windows NT 2000, Unix
- Microsoft Office

Machining and Tools

- Milling, lathing, and CNC
- Maintaining metal shop and wood shop machines

Employment History

200x-present

Laboratory Research Assistant

College of Engineering, Rowan University

200x-200x

Resident Assistant

Residential and Campus Life, Rowan University

Summers 200x-200x

Baker

Manhattan Bagels, Bellmawr, NJ

Activities

Member: American Society of Mechanical Engineers

Presenter: Science, Technology, Engineering and Mathematics Symposium

References available upon request.