

## **SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

---

## **CAD DRAFTER**

### **EDUCATION**

Harper College, Palatine, IL  
Architectural Studies Coursework

June 20xx to Present

### **RELEVANT COURSEWORK**

Presentation and Communication Tools  
Architecture Design Principles

Building Materials I and II  
Architectural CAD I and II

### **WORK EXPERIENCE**

#### **Sales Consultant**

Smith Motor Sales, Schaumburg, IL

November 20xx to Present

- Negotiate sales of new and used vehicles to new and repeat customers
- Provide customer service to new and existing customers
- Deliver vehicles and orient customers with the product features
- Contact new customers to ensure product satisfaction

#### **Life Underwriter**

Allstate Insurance, Northbrook, IL

May 20xx to November 20xx

- Interpreted medical and non-medical insurance risks associated with new business applications
- Utilized underwriting guidelines to develop decision making process
- Communicated with agents and Allstate Life Specialists to discuss information and provide knowledgeable feedback
- Participated in extensive medical and procedural training programs

### **VOLUNTEER EXPERIENCE**

Habitat for Humanity, Elgin, IL

July 20xx to May 20xx

- Collaborated with a team of volunteers and building professionals in development of neighborhoods by improving houses and landscaping

### **MEMBERSHIP**

The American Institute of Architecture Students (AIAS)