**Sample Student**

Palatine, IL 60067

847.555.1212

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

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

**Engineering Internship**

**EDUCATION**

Harper College, Palatine, IL August 20xx to Present

Enrolled in Engineering Pathways to University of Illinois

GPA: 3.9/4.0

**RELEVANT COURSEWORK**

Introduction to Engineering Analytical Mechanics

Mechanics of Solid Physics

Calculus Chemistry

**SKILLS**

Knowledge of CAD

Basic programming skills

Proficiency in Microsoft Word, PowerPoint and Excel

**WORK EXPERIENCE**

Harper College, Palatine, IL August 20xx to Present

**Student Aide – Math and Science Division**

* Complete clerical work which includes copying documents, filing records and entering and verifying information into computer system
* Answer telephones, assist callers by providing information, transferring to correct correspondent or resolving any concerns
* Assist faculty and staff by retrieving packages and information from other division offices

Pizza Hut, Palatine, IL January 20xx to August 20xx

**Cashier**

* Maintained and balanced cash drawer daily by researching and resolving discrepancies
* Demonstrated multi-tasking and prioritizing skills while assisting more than one customer at a time during peak times and helping team members in other departments as needed
* Provided outstanding customer service by making sure all needs were met
* Participated in training sessions to ensure compliance and peak performance

**ACTIVITIES/AWARDS**

Harper College, Palatine, IL

* One Million Degrees Scholar August 20xx to Present
* Society of Engineers, Member September 20xx to Present
* Math Club, Member September 20xx to Present