

Sample Student
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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

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