



John S. Student

1234 State Street
City, MI 48000
(810) 555-4321
cell phone # [if available]
name@kettering.edu

Objective

Seeking a challenging cooperative education position in the field of electrical engineering.

Education

Kettering University Flint, MI

July 2006 **Electrical Engineering** Incoming Freshman

Local High School City, MI

College Prep ~ Graduating with honors, June 2006 Overall GPA: 3.6

Experience

Local Supermarket City, MI

Customer Service April 2004 to May 2006

- Assisted customers with purchases
- Completed sales transactions, including managing cash drawer
- Recognized with Outstanding Customer Service Award by in-store customer survey

Local Pizzeria City, MI

Pizza Maker April 2003 - April 2004

- Served as lead pizza maker
- Prepared pizzas as ordered by customers
- Received orders from customers over the telephone
- Cleaned and vacuumed store

Skills

- Familiar with Microsoft Word, PowerPoint, and Excel
- Familiar with C and AutoCAD
- 4 years of High School French

Activities

- Student Council
- Varsity Golf (Sophomore - Senior Year), Captain, Senior Year
- Varsity Cross Country (Freshman - Senior Year) Senior Year, All State Honorable Mention
- Marching Band (Freshman - Junior Year)
- Volunteer Tutor 3 hours per week at Middle School

Honors

- National Honor Society
- Selected to participate in Governor's Summer Institute

References

Available upon request