

Resume by a First-Year Student

Jane Sample

School Address:
501 Hartranft Hall
University Park, PA 16802
(814) 825-1431
jsample99@psu.edu

Permanent Address:
18 Burger Road
Cheswick, PA 15024
(412) 965-1089
jsample99@aol.com

Objective Seeking a summer internship to enhance my meteorological forecasting experience.

Education Pennsylvania State University, University Park, PA 16802
Bachelor of Science in Meteorology
Anticipated Graduation: May 2012

Christiana High School, Newark, DE 15678
Honors Program; Class Valedictorian
Graduation: June 2008

Experience MEMBER, Campus Weather Service, Penn State University, University Park, PA. June 2008-present
Volunteered for a weekly shift at campus weather station.
Collected weather data and recorded weather reports for broadcast on local radio stations.

VOLUNTEER, Springhouse Homeless Shelter, Eatontown, NJ.
May 2007-June 2007
Supervised children while their mothers attended classes.
Delegated duties to other volunteers.

**Activities/
Honors** Dean's Freshman Scholarship, Penn State, 2008
Bear Creek Township Women's Club Scholarship, 2007
Severe Weather Committee, Campus Weather Service, Penn State, 2007-
Academic Decathlon Gold Medal for Speech, 2007
Volunteer, Bear Creek Nursing Home, 2003-2005
Active in mountain biking, piano, and golf

**Computer
Skills** Working knowledge of PASCAL and BASIC.
Four years experience using Microsoft Word.

References Academic and personal references available on request.

Conventional Resume by a Sophomore Seeking an Internship

Jane Sample

Present Address:

506 Irvin Hall
University Park, PA 16802
(268) 893-2052

Permanent Address

223 Cambridge Rd
Coshocton, OH 43812
(743) 629-3279

jsample99@psu.edu

Objective To obtain summer employment with a company where I can gain experience in weather research.

Education **Penn State University**, University Park, PA 16802
Bachelor of Science in Meteorology
Intended graduation: May 2012

Coshocton High School, Coshocton, OH 43812, May 2008

Experience **NASA Glenn Research Center**. *Summer Intern*, summer 2009
Icing Research Branch, Cleveland, OH 44135

- Worked 40 hours a week gathering in-flight weather data from aircraft-based instruments.
- Used data to create charts and graphs in Microsoft Excel spreadsheets for branch researchers.
- Prepared presentation for researchers base-wide using Microsoft Power Point.
- Volunteered at air shows on weekends, interacting with young children and other patrons.

Lake Park Aquatic Center. *Certified Lifeguard, Cashier*, summers 2006, 2007
Coshocton, OH 43812

- Worked 30+ hours a week, supervising swimmers.
- Maintained and monitored safety of the pool area.
- Initiated CPR/PR when needed.
- Handled large sums of money, balanced cash drawer, and verified prices.

Activities Academic Chairperson for Irvin Hall (Spring 2009 to present)
Chairperson, Earth and Mineral Sciences Phone-A-Thon Committee (Spring 2009)
Volunteer, Penn State's Earth and Mineral Sciences Open House (Spring 2008)
Maintenance Worker, Adopt-A-Highway (Fall 2007)
Red Cross Blood Donor (Spring 2006)
Fundraising Volunteer, United Way of Coshocton (2006 to 2007)
Volunteer, New Life Ministries (2004 to 2006)

REFERENCES AVAILABLE UPON REQUEST

Resume by a Junior Seeking an Internship, with References Listed

John Sample

Home:
1886 Fork Road
York, PA 17407
(717) 238-4486

jsample88@psu.edu

School:
3007-C Vairo Blvd.
State College, PA 16803
(814) 764-2259

Objective To enhance professional breadth through a summer internship position in materials science and engineering.

Education Bachelor of Science in Ceramic Science and Engineering

The Pennsylvania State University, University Park, PA 16802
Anticipated Graduation, May 2011.
Current GPA: 3.05/4.0.

Bachelor of Arts in Natural Sciences, Co-op Engineering Program
Lock Haven University, Lock Haven PA 17745

Work White Rose Roofing, Inc. York, PA.

Experience 2008, 2007, during summer and winter breaks.

As part of a team, I installed new roofing systems and repaired old and damaged roofs, sometimes working 50+ hours per week.

Stevenson Library, Lock Haven University, Lock Haven, PA.

2006, 2005, during academic year.

I worked in the Reader Services Office 10-15 hours per week, documenting newly arrived materials and answering questions from library patrons.

Weathershield, Inc., York, PA.

2004, 2002, during summer and winter breaks.

I assisted in the insulation of over 20 new and existing homes.

Activities Sigma Pi Fraternity—treasurer and chair of membership committee.

Member of Management Science Club and the Ski Club.

Volunteer for the Red Cross.

Language/ Six years of written and oral Spanish.

Computer Working knowledge of Pascal, BASIC, and introductory CAD systems.

Skills Working knowledge of Microsoft Word and Excel.

References

Dr. Simon Silica
119 Steidle Building
University Park, PA 16802
(814) 865-2262

Mr. Bruce Bookish
Lock Haven University
Lock Haven, PA 17745
(717) 399-4487

Mr. John Cutter
237 Rosemont Avenue
York, PA 17408
(717) 645-6693

Conventional Resume, Senior Stressing Related Coursework and Experience

JANE SAMPLE

jsample99@psu.edu

Current Address

136 Eden Lane
Pleasant Gap, PA 16802
Cell Phone: (814) 236-6778

Permanent Address

1306 North Dallas Parkway
Dallas TX 75420
(214) 609-9612

OBJECTIVE Position with a mining company in production or engineering.

EDUCATION The Pennsylvania State University, University Park, PA
Bachelor of Science in Mining Engineering, Anticipated May, 2009.

Relevant Courses:	Mine Maintenance Engineering Mining Engineering Analysis Senior Mining Engineering Project Mineral Processing Laboratory Mineral Land and Mine Surveying	Mine Systems Engineering Elements of Mineral Processing Rock Mechanics Mine Plant Engineering Mineral Property Evaluation
----------------------	--	---

EXPERIENCE **Engineering Assistant**, Cyprus, Inc., Waynesburg, PA
6/08-8/08 - Participated in an Engineering Student Co-op program and gained
1/08-4/08 diverse experience in the operation of a longwall mine.
- Assigned to Engineering Department but also worked for other
- Participated in quantity and pressure ventilation surveys.
- Performed surveying, data compilation, and time-study tasks.
- Completed computer simulations for ventilation and belt haulage.

5/07-8/07 **Roofbolter Helper**, Solar Fuel Company, Grindstone, PA
- Began as a surface and underground laborer for a room and pillar mine.
- Was promoted to a steady roofbolter helper position on a single-boom machine
for final two months; also performed other working face duties.

5/06-8/06 **Laborer**, Deerfield Coal Company, Irwin, PA
- Performed minor land improvements on reclaimed properties.

5/05-8/05 **Laborer**, FCI Corporation, Irwin, PA
- Operated a forklift and made deliveries of machined parts.

COMPUTER SKILLS Experienced with IBM's Lotus 1-2-3, Penn State's Mine Ventilation Simulation program, and West Virginia University's Belt Haulage Simulation program.

ACTIVITIES Student member of the Society of Mining Engineers, 2004-2008.
Active in racquetball, water-skiing, and canoeing.

REFERENCES Letters of reference provided upon request.

Conventional Resume, Senior with Unrelated Work Experience

John Sample

Present Address

1297 East Hamilton Avenue
State College, PA 16801-5331
(814) 861-3767
jsample88@psu.edu

Permanent Address

123 Macintosh Drive
Coraopolis, PA 15108
(412) 230-9208

OBJECTIVE Seeking an analyst position with a consulting firm where I can apply and enhance my mineral economics and business logistics training.

EDUCATION The Pennsylvania State University, University Park, PA
Bachelor of Science in Mineral Economics
Minor in Business Logistics
Graduation date: May 2009
Overall GPA: 2.96; Junior/Senior GPA: 3.5

WORK EXPERIENCE

- Salesman. The Oxford Shop, State College, PA. June 2005-present.
Responsible for cash register, inventory control, and customer service.
Developed radio and newspaper advertising campaign.
Programmed computer for inventory, mail order, and sales projection.
- Research Assistant. Penn State Department of Economics. Summer 2004
Assisted Economics professor with library research and computer programming. Programmed computer code to evaluate data for self-employed US citizens. Utilized computer packages including SAS and Word Perfect.
- Owner, Manager. Foley Lawn Service, Coraopolis, PA. Summer 2002.
Started own business for lawn service and general handyman work.
Employed three high school students, organized payroll, developed business contracts with residential and civic groups.

ACTIVITIES

- The 2008 Penn State Dance Marathon, Rules and Regulations Chairperson
Helped organize the largest student-run philanthropy in the country.
Supervised 90 students in the areas of registration and security.
Redesigned rulebook and registration processes. Supervised registration.
- Theta Chi International Fraternity
Held the offices of Vice President, Social Chairman, and Caterer.
Developed chapter philanthropy that benefited terminally ill children.

HONORS

- Theta Chi Penn State Chapter Outstanding Brother of the Year, 2005-2006.
- Theta Chi International Fraternity Key Man Award, 2004, 2005.
- IBEW/NCEA Scholarship, 2003.

Conventional Resume, Senior Stressing Education and Honors

JANE SAMPLE

jsample@hotmail.com

Current Address

999 Lions Hall
University Park, PA 16802

Permanent Address

111 East Street
Johnstown, PA 15905

Cell: (814) 861-2233

OBJECTIVE To obtain an entry-level position in the testing, analysis, or manufacture of ceramic substrates or integrated circuits.

EDUCATION The Pennsylvania State University, Park, PA
B.S. in Ceramic Science and Engineering, High Honors
Anticipated Graduation—May, 2009

Curriculum: Completed thorough engineering curriculum in the processing and electrical, optical, mechanical, and thermal properties of ceramics and glass, with electives in circuit analysis and semiconductor physics.

G.P.A.: 3.96/4.0

Thesis: Rapid Thermal Sintering of Nanocrystalline Ceramic Films.

EXPERIENCE IBM, Burlington, VT., SUMMER PRE-PROFESSIONAL (5/08-8/08).

- Developed quantitative and qualitative procedures for analyzing solder using x-ray fluorescence.
- Analyzed solder samples to ensure that the solder met purity specifications.
- Evaluated the accuracy and reliability of the x-ray fluorescence results against other analytical tests.

Penn State Dept. of Engineering Mechanics, TYPIST (1/08-5/08).

- Typed course notes for a graduate engineering mechanics seminar.

Penn State Office of Disabilities, PROCTOR (1/07-1/08).

- Proctored handicapped students during examinations and provided physical assistance as needed.

Johnstown Civic Band, Johnstown, PA., MUSICIAN (6/04-12/07, seasonally).

**HONORS/
ACTIVITIES** College Marshall, College of Earth and Mineral Sciences, Penn State (2009)
Dean's List (all semesters, 2005-2009).

Member of the American Ceramic Society (2006-2008).

President of National Honor Society for Ceramic Engineers (2007-2008)

Member of Earth and Mineral Sciences Student Council (2005-2009).

Recipient of the Cook Memorial Scholarship (2006).

Academic Chairperson for Residence Hall (2005)