ELLIE CURIE

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Rochester, NY 12345		Home: xxx.xxx.xxxx

OBJECTIVE
To obtain a co-op position in the field of Chemical Engineering.
Available June through December, 20xx.

EDUCATION
Rochester Institute of Technology, Rochester, NY
Degree: Bachelor of Science, expected May, 20xx
Major: Chemical Engineering
GPA: 3.606/4.0 Professional GPA: 3.8/4.0
Awards: Dean's List; RIT Scholarship
Engineering Honors Program member

Monroe Community College, Rochester, NY
Completed 20 credits of core Liberal Arts courses, 20xx-xx

RELATED COURSEWORK
General and Analytical Chemistry w/Lab   Chemical Process Analysis
Organic Chemistry w/Lab   Fluid Mechanics I

PROJECTS/LABS
 - Analysis of chemical engineering unit operations and systems
 - Used macro distillation apparatus; digital spectrometer; pH meter
 - Proficient in MATLAB, EXCEL and LABVIEW

EXPERIENCE
Chemistry Stockroom, Rochester Institute of Technology, Rochester, NY
Stockroom Assistant (20xx-present)
Verified functionality of laboratory safety equipment, managed and distributed
stockroom materials.

Nanopower Technologies, Rochester Institute of Technology, Rochester, NY
Undergraduate Researcher (20xx – 20xx)
Assisted professors with research; prepared findings for presentation

ACTIVITIES
AIChE – Member since October of 20xx; current Treasurer

John Doe

ritemail@.rit.edu

0123 Smith Street   0123 John Street
City, State, Zip   Rochester, NY 14623
xxx- xxx-xxxx (cell)

OBJECTIVE   To apply my knowledge of Electrical Engineering principles through co-op employment. Available Spring Semester.

EDUCATION   **ROCHESTER INSTITUTE OF TECHNOLOGY**, Rochester, NY
Bachelor of Science in Electrical Engineering, expected May 20xx
GPA: 2.89/4.00

Courses:	Digital Systems
Circuit Analysis I with Lab	Engineering Math
Circuit Analysis II	Intro Prog / C & Matlab
Technical Programming I with Lab	Intro to Semiconductor Devices
Electromagnetic Fields I	Electronics I
Electromagnetic Fields II with Lab	Linear Systems I & II

SKILLS   **Software:** C Programming, C++ Programming, MATLAB, Quartus, Altera, Microsoft Excel and Assembly Language
Hardware: Oscilloscope, Power Quality Analyzer, Digital Multimeter, Signal Generator, PSpice, Network Analyzer, TI MSP430 Microcontroller Platform and Circuit Board Etching

PROJECTS/LABS **Technical Programming I Lab**
Object-oriented programming through C++ was used to develop software solutions for engineering and scientific applications.

Electromagnetic Fields II Lab
An HP8752 network analyzer was used to observe the effects of various loads on the voltage and current within transmission lines.

Microcomputer Systems Lab
A TI MSP430 16-bit microcontroller platform was programmed in assembly language to carry out specific functions.

Circuit Analysis I Lab
Resistor circuits and RC circuits were constructed and tested. Waveforms and voltages were measured and compared to the circuit.

Digital Systems Lab
Various digital logic circuits were analyzed schematically and then tested on hardware using an Altera hardware board.

MANUFACTURING EXPERIENCE   **Smith Packaging Company, City, State**   **Summer 20xx**
Assembler
Assembled plastic parts for medical and commercial applications.

PART-TIME EMPLOYMENT   **Best Buy, Rochester, NY**   **September 20xx- Present**
Sales Associate
Assist customers with electronic gaming purchases.

INTERESTS   Camping, tinkering with electronics, and antique auto restoration.

MARY SMITH

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OBJECTIVE   To apply my knowledge of Microelectronic principles through co-op employment.
Available Spring Semester.

EDUCATION   **ROCHESTER INSTITUTE OF TECHNOLOGY,** Rochester, NY
Bachelor of Science, Microelectronic Engineering, expected May 20xx
GPA: 3.04/4.00

COURSES

Digital Systems	Circuit Analysis I & II
Semiconductor Devices I	IC technology
Engineering Math	Design of Experiments
Intro to Microlithography	Thin Films Processes
Linear Systems I	Electronics I
SiGe and SOI Devices	CMOS Electrical Circuit Design

SKILLS   <u>**Software**</u>: Analog Workbench, C Programming, C++ Programming, Microsoft Office, Mathematica, JMP Athena, SUPREM
<u>**Hardware**</u>: Tektronix Oscilloscope, Microscopes, Graphics Design, Digital Multimeter, Function Generator, GCA Stepper, Soldering Iron, Ion Implanter, X-ray, Instron Mechanical Tester

EXPERIENCE   **ROCHESTER INSTITUTE OF TECHNOLOGY,** Rochester**,** NY
PC Technician, Wallace Library   November 20xx - present
Assist computer users, manage computer labs, watch over print servers, create scripts and images for programs on computers, assist faculty and staff in need of assistance.

PROJECTS/LABS   **Intro to Microlithography Lab**
Learned the history of microlithography systems and processing steps which complement it. Learned how to use machines such as a GCA and spin stepper spin coater. Implemented use of high power microscopes to analyze wafers and gather measurements on overall distribution of thin film layers.

IC Tech Lab
Applied an introduction to physics, chemistry, and materials for integrated circuits fabricated on a silicon lattice structure—primarily involving NMOS and PMOS junction devices. Experience includes knowledge of crystalline growth, oxidation steps with thermal processing, photolithographic processes, chemical vapor deposition, metallization, wafer doping by diffusion, ion implantation and virtual simulation using the SUPREM system.

Thin Films Processes Lab
Lab focused on the deposition and etching of thin films of conductive and insulating materials for IC fabrication. A thorough overview of vacuum technology is presented to familiarize the challenges of creating and operating in a controlled environment. Chemical Vapor Deposition (CVD) and electroplating technologies are discussed as methods of film deposition. Plasma etching and Chemical Mechanical Planarization (CMP) are studied as methods for selective removal of materials.

ACTIVITIES   Microelectronic Engineering Student Association: Member, 20xx- present
Woman Engineers at RIT: Member, 20xx- present
Traveling, rock climbing, modern dance.

John H. Brown

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PROFESSIONAL SUMMARY	**MECHANICAL ENGINEER** with three years experience in highly complex, technical, and fast-paced work environments. Qualified by excellent communication and project management skills; proven ability to complete projects on time and in accordance with the highest quality standards; a cumulative reputation for professionalism, integrity, and potential for upward mobility.

KEY
QUALIFICATIONS

- Project Management   - Manufacturing Engineering   - Multidisciplinary Teamwork
- Inventory Management   - Cost Control Initiatives   - Root Cause Analysis/Corrective Action
- Staff Supervision, Training, and Performance Reviews   - OSHA 10-Hour Certification

PROFESSIONAL
EXPERIENCE

Firth Rixson Leadership Development Program   **3/20xx – Present**

    Firth Rixson Monroe – Rochester, NY   9/20xx – Present
- Assist Back End Manager with Outside Machine Shop and Outside Testing management.
- Manage the Heat Treat Department which consists of both full-time and temporary employees. Adhere to the Theory of Constraints business model, cost savings initiatives, process improvement projects, safety procedures, and strict quality guidelines.

    Firth Rixson Schlosser – Rancho Cucamonga, CA   2/20xx – 9/20xx
- Assisted Front End Manager with Forge Shop Operations.
- Adhered to the Theory of Constraints business model, cost savings initiatives, process improvement projects, safety procedures, and strict quality guidelines.

    Firth Rixson Viking – Reno, NV   3/20xx – 2/20xx
- Developed a structured project management plan to ensure Engineering team met plant goals and expectations. Designed tooling to yield conforming product.
- Supervised metallurgical process controllers and developed training handbook.
- Performed internal Quality audits and developed robust process improvements.

PPC – East Syracuse, NY   6/20xx – 8/20xx
- Contributed to the design, development, and enhancement of broadband/coaxial connectors and other related products using Pro/ENGINEER software.
- Supported product development as well as prototyping/modeling design. Participated in product design reviews. Tested mechanical and electrical properties to ensure quality and reliability.

Thermo Fisher Scientific – Rochester, NY   3/20xx – 3/20xx
- Assisted in the development and execution of new product verification, specification review, test equipment development, and standard test procedure development.
- Took on a lead role in the training of data cleansing employees throughout the development of a process for cleansing inspection plans in the legacy business system for conversion to SAP.

O'Brien & Gere Inc. of North America – Fayetteville, NY   6/20xx – 8/20xx
- Conducted research pertaining to current and future projects, designed parts using computer aided programs, assisted in the assembly and preparation of projects to be shipped elsewhere, developed reference procedures for future employees as well as numerous hours of hands-on fabrication.

OTHER WORK
EXPERIENCE

Lifeguard, Rochester Institute of Technology – Rochester, NY   8/20xx – 2/20xx
Firefighter, Chili Volunteer Fire Department – Chili, NY   9/20xx – 2/20xx
Firefighter, Liverpool Volunteer Fire Department – Liverpool, NY   4/20xx – 3/20xx

COMPUTER
SKILLS

AutoDesk AutoCAD, AutoDesk Inventor, Pro/ENGINEER, National Instruments LabVIEW, Mastercam, Visual Basic, MS Excel, MS Word, MS Project, MATLAB, ANSYS, SAP, Enterprise eTime

EDUCATION

Rochester Institute of Technology – Rochester, NY
Bachelor of Science in Mechanical Engineering
GPA: 3.18   Professional GPA: 3.24

Wendy Turner

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Kellogg, IA 50135   (xxx) xxx-xxxx   Rochester NY, 14623

Objective

To obtain an internship or co-op that incorporates a technical position in Mechanical Engineering. Available January through May 20xx.

Education

Rochester Institute of Technology, Rochester, NY
Bachelor of Science in Mechanical Engineering, expected May 20xx
GPA: 3.05/4.0

Courses

Fluid Mechanics	Mechanics of Materials
Dynamics	Thermodynamics
Materials Science	Statics

Technical Skills

Computer: MS Office, ProEngineer, Labview, Matlab, Visual Basic, Image J, AutoCAD, SolidWorks, SAP
Machine or fabrication: Drill press, lathe, vertical mill
Foreign Languages: intermediate Spanish, intermediate Portuguese, beginning ASL, beginning German

Projects/Labs

Rube Goldberg Machine – Designed and constructed a simplistic, cheap Rube Goldberg Machine for Imagine RIT.
Northstar Summer Project – Engineered an antenna that would be able to detect Sudden Ionospheric Disturbances in the atmosphere.

Employment Experience

The Maytag Company   **May 20xx – November 20xx**
New Product Development Engineer Co-op
- Conducted temperature testing using type T & J thermocouples on power systems to determine T codes for UL and NEC standards.
- Collected data using DAQ National Instruments Hardware and Labview Software.
- Redesigned washer assemblies for optimization for expedited manufacturing insourcing for realized cost savings.
- Created drawing packages for manufacturing floor assemblies.

Rochester Institute of Technology – Rochester, New York   **June 20xx – August 20xx**
Researcher – Departments of Mechanical Engineering and Biology
- Tested stress and strains of cellular bonds in a flow chamber. Specifically worked with cancer cells.

Norwest Corporation – Kellogg, Iowa   **July 20xx - December 20xx**
Assistant to Secretary and Administration/Clerical Work

Leadership/Community Service/Volunteering

Rochester Institute of Technology
- Society of Hispanic Professional Engineers   **December 20xx - Present**
  - President   May 20xx – May 20xx
  - Freshman Representative   December 20xx – May 20xx
- Diversity Leadership Advisory Board   **November 20xx – May 20xx**

GABRIELLE DOUGLAS

0123 Gold Medal Dr.	ritemail@rit.edu	0123 Park Point
Baltimore, MD 10125	(xxx-xxx-xxxx)	Rochester, NY 14623

OBJECTIVE

To apply my knowledge of Computer Engineering principles through co-op employment. Available January – May 20xx.

EDUCATION

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY
Bachelor of Science in Computer Engineering, expected May 20xx
GPA: 4.00/4.00
Dean's List: Fall 20xx & 20xx

Courses:

Digital Systems	Circuit Analysis I with Lab
Assembly Language with Lab	Circuit Analysis II
Hardware Description Language with Lab	Computer Organization
Computer Science 2-4	Software Engineering

SKILLS

Languages: C++, Java, VHDL, HCS12 Assembly, MIPS Assembly
Operating Systems: Windows, Unix, Linux
Software: Eclipse, PSpice, Altera Quartus, ModelSim, Capture CIS
Hardware: Tektronix Oscilloscope, Digital Multimeter, Function Generator

PROJECTS/LABS

Digital Systems Lab
Various digital logic circuits were analyzed schematically and then tested on hardware using an Altera hardware board.

Circuits I Lab
A basic resistor circuit, inverting op-amp, and RC circuit were analyzed schematically and then were built on a prototype board. Waveforms and voltages were measured and compared to the circuit.

Software Engineering
Worked in a team with 5 others developing a Pizza Delivery System for a theoretical company using Java.

EXPERIENCE

JPMorgan Chase, New York, NY
Application Developer Analyst Co-op
June 6th, 20xx –November 1st , 20xx
Developed an email client integrated with a web service for the back end of an iPad app as well as a web service that accesses an Oracle database. Tested web services with java scripts. Executed stress, load, and functional testing using ant scripts, JMeter, and Quality Center.

Office of Co-op & Career Services, RIT Rochester, NY
Student Assistant
June 20xx – September 20xx
Answered phones, scheduled appointments, special projects as assigned by management and other staff members.

ACTIVITIES

RIT Society of Women Engineers, President 20xx
RIT Admissions Ambassador 20xx – Present
RIT Ultimate Frisbee Team 20xx – Present

Timothy Cooke

0123 Brick Church Rd.
Upton, ND   88888

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Professional Summary
Soon to be Mechanical Engineering graduate looking to expand experience in the engineering field.   Interested in environmentally conscious projects, with emphasis on design, testing and analysis.   Qualified by experience with test rig development, technical writing and project presentations.   Available July 1, 20xx and willing to relocate.

Education:
Rochester Institute of Technology   **Rochester, NY**
Bachelor of Science in Mechanical Engineering with Energy & Environment Option, Expected May 20xx
GPA 3.0

Relevant Courses: Engineering Design Graphics   Design of Machine Elements
                              Robotics   Materials Processing with Fabrication Lab
                              Mechanics of Materials with Lab   Measurement Instrumentation and Controls Lab

Projects:
Multidisciplinary Senior Design: Required to design and fabricate a portable, low cost, 100W micro hydro turbine for third world countries and those without access to electricity.   The team consists of four engineers; I serve as the lead engineer and am primarily responsible for fluid mechanics analysis and FEA of the system.   The desired outcome is an economic and sustainable way to produce and store electricity in a 12V battery for those who do not have access to electricity.
Robotics: Team leader in design, construction, and programming of a small box stacking A.I. robot
Alternative Energy: Team based design of scholastic bio-diesel fuel generation process.   The concept won a class based competition.   Grade received: A
ProE Vice Project: The objective was to create a twenty seven part vice with 3D ProE software.
Each part of the vice was designed in ProE and then cataloged and researched for prices and availability. The final product resulted in a professional assembly drawing and bill of materials.   Grade received: A

Work Experience:
Bose Corporation, Framingham, MA   **March 20xx - November 20xx**
Transducer Technology Corporate Research and Development Co-op
Served as part of a multidisciplinary team that conducted research on suspensions in audio transducers.   Primarily responsible for the fabrication and characterization of the performance of these suspensions and reporting the results to the team.   Work involved significant design and execution of experiments.

Advance Testing Company, Inc., Campbell Hall, NY   **August 20xx - November 20xx**
Engineering Field Technician
Completed on site asphalt density tests with nuclear density gauge.

Certifications: 10 Hour OSHA Safety Training Certification, Nuclear Density Inspector Certification

Skills:
Software: Pro E, Solid Works, AutoCAD, Visual Basic, PBASIC, LabView, Matlab, Office (Excel, PP, etc.)

Volunteer Work:
Albany Equinox Charity Thanksgiving Dinner 20xx
Helped prepare and distribute foods for city charity dinner

Activities and Interests:
Club soccer, working on ATVs/vehicles, club softball, rock climbing, skiing, golf, hiking, innovation, technology, traveling, reading, and lifelong learning

Lily Lofton

Permanent Address		**Temporary Address**
0123 Lomb Drive	ritemail@rit.edu	0123 Alphabet Drive
Rochester, NY 14623	(xxx) xxx-xxxx	Rochester, NY 14444

Objective To obtain an internship or co-op in a lab setting that incorporates the skills acquired in Biomedical Engineering at RIT. Available June 20xx through December 20xx.

Education   Rochester Institute of Technology Rochester, NY
Bachelor of Science, Biomedical Engineering
Expected Completion: May 20xx
GPA: 3.37/4.00

Completed Coursework

Chemistry I, II, III w/Lab	Chemical Process Analysis	Calculus I, II, III
Cell & Molecular Bio I, II w/Lab	Functional Anatomy & Physiology	Multivariable Calculus
University Physics I, II w/Lab	Fluid Mechanics Differential Equations	

Computer Experience

Matlab, Labview, Excel, AutoCAD, SolidWorks, Inventor, Python, C++, C

Personal Skills

Intermediate Spanish, Communication, Technical Writing, Public Speaking, Problem-Solving Skills

Projects/Labs

- Worked with oscilloscope, DAQ, and amplifier to analyze ECG signals
- Performed cell cultures, protein separations, also worked with micropipettes
- Used macro distillation apparatus; digital spectrometer; pH meter
- Analysis of chemical engineering unit operations and systems

Employment Experience

Daycare Instructor   Rochester, NY   December 20xx-present
Care-a-Lot

- Teach a range of 15-20 children ages life skills 5-13 through a variety of activities, such as block building and team building exercises.
- Maintained a safe, clean learning environment according to PTA standards.

Software Engineering Intern   Pittsford, NY   June – August 20xx & 20xx
DGI

- Reverse engineered malware to determine the source and how it can be recreated.
- Tested, maintained, and monitored computer programs and systems.
- Reviewed hacking tutorials and wrote reviews on their efficiency.

Extracurricular

Biomedical Engineering Society Student Chapter	October 20xx - Present
Executive Board Student Affairs Representative	November 20xx - Present
Intramural Soccer Captain	September 20xx – Present
Society of Hispanic Engineers	September 20xx – Present

Jennifer Jones

Email Address: xxxxxx@rit.edu   123 John Street
Phone Number: (585)-xxx-xxxx   Rochester, NY 14623

OBJECTIVE   To apply my knowledge of Industrial & Systems Engineering principles
                       through co-op employment. Available 3 to 6 months starting June 20xx.

EDUCATION   **ROCHESTER INSTITUTE OF TECHNOLOGY,** Rochester, NY
                       Bachelor of Science in Industrial & Systems Engineering expected May 20xx
                       GPA: X.XX/4.00   Professional GPA: X.XX/4.00
                       Dean's List: Fall 20xx to present
                       Courses:

Engineering Management	Material Processing/Science
Probability/Statistics for Engineers	Operations Research
Human Factors/Ergonomics	Systems & Facilities Planning
Mechanics I, II	Materials Science w/Lab

SKILLS   Basic C++, Microsoft Office (Word, Excel, Access), AutoCAD, Labview,
                       AMPL, Lathe Machine, Horizontal and Vertical Milling Machines, Drill Press

PROJECTS/LABS   **Fundamentals of Industrial Engineering Projects**
                       Team project. Used 5S techniques to evaluate process and make process improvements.
                       Evaluated manufacturing project by meeting the takt time and balancing time. Compared
                       time study and work sampling techniques.

                       Human Factors/Ergonomics Labs
                       Analyzed equipment efficiency and usability principles as well as concepts of human
                       factors and ergonomics.

                       Warehouse Redesign Project
                       Team project. Analyzed warehouse layout and product flow. Redesigned warehouse to
                       improve efficiency and productivity.

                       Materials Science Lab
                       Identified the qualities of certain plastics and metals under different forms of stress.
                       Learned the tools and testing methods to find these qualities.

EXPERIENCE   **The Commons RIT**   Rochester, NY
                       Food Server   January 20xx - present
                       Serve meals or drinks to students, maintain a clean eating environment.

                       Academic Support Center RIT   Rochester, NY
                       Tutor   December 20xx - present
                       Tutor students in Calculus, Physics and Chemistry, set up tutoring sessions, and keep
                       weekly progress records.

                       Freshman Orientation RIT   Rochester, NY
                       Assistant   August 20xx – May 20xx
                       Acted as a resource person to a group of new students during orientation; leader and role
                       model on campus during orientation and throughout the year.

ACTIVITIES   Institute of Industrial Engineering - Volunteer   February 20xx – March 20xx
                       Imagine RIT - Volunteer (campus festival for projects of students/faculty) May 20xx