

## Freshman Resume Sample

<p><u>Student Name</u> freshman@umr.edu</p>	
<p>School Address 710A Thomas Jefferson 202 West 18<sup>th</sup> Street Rolla, MO 65401 (573) 341-3535</p>	<p>Permanent Address North P.O. Box 164 Baker, AR (479) 555-6123</p>
<p>Objective To obtain a <b>summer</b> or <b>co-op</b> position in Architectural Engineering.</p>	
<p>Education <b>B.S. Architectural Engineering</b> May 2006 University of Missouri-Rolla</p> <p style="margin-left: 20px;">Baker High School May 2004 Valedictorian <b>Major GPA: 3.8/4.0</b></p>	
<p>Experience Manchester Feeds, Inc. Baker, AR <b>Maintenance</b> Summers 2002 – 2004</p> <ul style="list-style-type: none"> <li>• Performed routine forklift and tractor maintenance</li> <li>• Attained Toyota Operating Program in Safety</li> <li>• Ccertified forklift license</li> <li>• Cleaned and organized shop</li> <li>• Operated water truck</li> </ul> <p style="margin-left: 20px;">2 The T Designs Baker, AR <b>Laborer</b> Summer 2001</p> <ul style="list-style-type: none"> <li>• Learned to budget time</li> <li>• Constructed fences and retaining walls</li> <li>• Learned basic construction concepts and methods</li> <li>• Prepared trenches for low voltage wiring and setup outdoor lighting</li> </ul>	
<p>Computer Skills Windows XP TurboCAD V.5, 6, 7 Microsoft Outlook Microsoft Office Tools</p>	
<p>Honors &amp; Skills Robert C. Byrd Scholarship- UMR FBLA National Award Recipient High School Varsity Track and Field</p>	

## Co-op or Summer Resume Sample

<p>800 Sophomore Avenue Rolla, MO 65401</p>	<p><b>Your Name Here</b></p>	<p>573-341-0000 stpat@umr.edu</p>
<p><b>OBJECTIVE</b> To obtain a co-op or summer position in Human Resources.</p>		
<p><b>EDUCATION</b> University of Missouri-Rolla <b>GPA: 3.25</b> <b>B.S. Psychology</b> May 2007 <b>Minor: Life Sciences</b></p>		
<p><b>EXPERIENCE</b></p> <p>UMR Psychology Department Rolla, MO <b>Undergraduate Teaching Assistant</b> Jan 2003 - present</p> <ul style="list-style-type: none"> <li>• Review and correct class assignments and exams</li> <li>• Facilitate class discussion</li> <li>• Train students to use psychology software packages</li> </ul> <p>UMR Career Opportunities Center Rolla, MO <b>Student Worker</b> Sept – Dec 2002</p> <ul style="list-style-type: none"> <li>• Assisted company representatives in preparing for interview process</li> <li>• Critiqued student resumes and cover letters</li> <li>• Registered students and checked their account information</li> <li>• Performed secretarial duties related to corporate hiring</li> </ul> <p>Phelps County Regional Medical Center Rolla, MO <b>Department of Psychiatric Services</b> Summer 2001</p> <ul style="list-style-type: none"> <li>• Conducted biological/psychological/social evaluations of patients</li> <li>• Shadowed psychiatrists on rounds</li> <li>• Assisted departmental staff with various duties</li> </ul>		
<p><b>COMPUTER SKILLS</b> Microsoft Office Programs HTML FORTRAN</p>		
<p><b>HONORS &amp; ACTIVITIES</b> Psi Chi Honor Society Missouri Higher Education Scholarship (Bright Flight) Opportunities for Undergraduate Research (OURE)</p> <p style="text-align: center;">Financing 100% of tuition</p>		