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| **Current Address:**  115 Slusher Hall, Virginia Tech  Blacksburg, VA 24061 | **First Name Last Name**  (540) 232-3456  myname@vt.edu | **Permanent Address:**  1234 Forest Lane  Frederick, MD 20872 |

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| **OBJECTIVE**  **EDUCATION** | Seeking a Cooperative Education position related to manufacturing for spring 20XX  **B.S. Mechanical Engineering,** Expected graduation: May 20XX  **Minor: Statistics**  Virginia Tech, Blacksburg, VA  GPA: 2.8/4.0  Earning and financing 50% of college education and expenses |
| **COMPUTER**  **SKILLS** | AutoCAD/Mechanical Desktop C++/C#  MATLAB Virtual Basic  MiniTab MS Office Suite  Mathematica MS Powerpoint |
| **EXPERIENCE** | **Waiter**, Boudreaux’s, Blacksburg, VA Fall 20XX-present   * Work 20 hours per week to help fund college education.   **Self-Employed,** Lawncare Business, Frederick, MD Summer 20XX   * Solicited business through cold calls and visits. * Increased customer base through referrals for quality work. * Performed all necessary equipment maintenance and repairs. * Covered all expenses and yielded net profit of $4,000.   **Server,** Family Restaurant, Frederick, MD, 20XX-20XX, High school & summers   * Trained on and used excellent customer service practices in fast-paced work environment. * Participated in corporate program to increase sales; achieved all sales goals. * Worked 40 or more hours per week in summer; worked 15 hours per   week during school year. |
| **ACTIVITIES** | Student Engineers Council (SEC), Membership Committee Chair, 20XX-20XX  Symphonic Band, Virginia Tech, 20XX-present  Big Brother, Big Sister Program, 20XX-20XX  High School Varsity Volleyball Team, 20XX-20XX  High School Symphonic Band, 20XX-20XX |
| **HONORS** | Maryland Distinguished Scholar, Honorable Mention, 20XX  Scholar Athlete Award, 20XX-20XX  Merit Award, Honorable Mention, 20XX Media Festival, Photography Division |