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| **Current Address:**115 Slusher Hall, Virginia TechBlacksburg, VA 24061 | **First Name Last Name** (540) 232-3456myname@vt.edu | **Permanent Address:**1234 Forest LaneFrederick, 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, VAGPA: 2.8/4.0Earning and financing 50% of college education and expenses |
| **COMPUTER****SKILLS** | AutoCAD/Mechanical Desktop C++/C#MATLAB Virtual BasicMiniTab MS Office SuiteMathematica 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-20XXSymphonic Band, Virginia Tech, 20XX-presentBig Brother, Big Sister Program, 20XX-20XXHigh School Varsity Volleyball Team, 20XX-20XXHigh School Symphonic Band, 20XX-20XX |
| **HONORS** | Maryland Distinguished Scholar, Honorable Mention, 20XXScholar Athlete Award, 20XX-20XXMerit Award, Honorable Mention, 20XX Media Festival, Photography Division |