

Sample Resume

1234 Street ♦ A Town, CA 90000 ♦ 310-123-1234 ♦ someemail@hotmail.com

OBJECTIVE

An internship position in field of mechanical engineering.

EDUCATION

Loyola Marymount University (LMU), Los Angeles, CA

Bachelor of Science in Engineering, Mechanical Engineering

May 2011

RELATED PROJECTS

Mini Baja: Designed, constructed & raced motorized vehicle in regional competition; team placed 42nd

Lighter Than Air Vehicle: Designed & built vehicle under specific constraints to deliver payload from point A to B

EXPERIENCES

Teaching Assistant

2009 – Present

LMU Science and Engineering Department, Los Angeles, CA

- ♦ Collaborate with faculty to develop classroom presentations in their absence
- ♦ Provide tutoring for students
- ♦ Maintained class grades

Corporate and Personal Assistant

2009 – Present

Comedy Workshops Production, Venice, CA

- ♦ Track all accounts receivable and payable for company and personal finances
- ♦ Recruit and publicize class openings and corporate speaking engagements
- ♦ Maintain and organize class rosters, personal files and schedules

Research Assistant

Summer 2008

LMU Science and Engineering Department, Los Angeles, CA

- ♦ Gathered information for research papers on mechanical engineering topics, resulting in publication
- ♦ Collaborated with co-writers, researchers and faculty to produce publication
- ♦ Edited/rewrote articles per journal specifications

Administrative Assistant

2007 – 2008

LMU Student Employment Services, Los Angeles, CA

- ♦ Performed general clerical duties
- ♦ Assisted with the hiring of work-study students
- ♦ Organized and maintained files

COMPUTER SKILLS

- ♦ **Engineering Software:** Mathlab, AutoCAD, Pro-Engineering, & Working Model
- ♦ **Microsoft Office:** Works, Words, Excel, Spreadsheet and Power Point
- ♦ **General Office Software:** Quicken 2008, ACT, Access and some basic web design knowledge