

## Conventional Resume by a Sophomore Seeking an Internship

### Jane Sample

**Present Address:**

506 Irvin Hall  
University Park, PA 16802  
(268) 893-2052

**Permanent Address**

223 Cambridge Rd  
Coshocton, OH 43812  
(743) 629-3279

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**Objective**

To obtain summer employment with a company where I can gain experience in weather research.

**Education**

**Penn State University**, University Park, PA 16802  
Bachelor of Science in Meteorology  
Intended graduation: May 2012

**Coshocton High School**, Coshocton, OH 43812, May 2008

**Experience**

**NASA Glenn Research Center.** *Summer Intern*, summer 2009  
Icing Research Branch, Cleveland, OH 44135

- Worked 40 hours a week gathering in-flight weather data from aircraft-based instruments.
- Used data to create charts and graphs in Microsoft Excel spreadsheets for branch researchers.
- Prepared presentation for researchers base-wide using Microsoft Power Point.
- Volunteered at air shows on weekends, interacting with young children and other patrons.

**Lake Park Aquatic Center.** *Certified Lifeguard, Cashier*, summers 2006, 2007  
Coshocton, OH 43812

- Worked 30+ hours a week, supervising swimmers.
- Maintained and monitored safety of the pool area.
- Initiated CPR/PR when needed.
- Handled large sums of money, balanced cash drawer, and verified prices.

**Activities**

Academic Chairperson for Irvin Hall (Spring 2009 to present)  
Chairperson, Earth and Mineral Sciences Phone-A-Thon Committee (Spring 2009)  
Volunteer, Penn State's Earth and Mineral Sciences Open House (Spring 2008)  
Maintenance Worker, Adopt-A-Highway (Fall 2007)  
Red Cross Blood Donor (Spring 2006)  
Fundraising Volunteer, United Way of Coshocton (2006 to 2007)  
Volunteer, New Life Ministries (2004 to 2006)

*REFERENCES AVAILABLE UPON REQUEST*