
Sample Resume - First Year

Jane E. Chen

Local Address

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Permanent Address

2003 Diamond Street
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Objective Seeking a summer internship in aerospace engineering

Education **Bachelor of Science, Aerospace Engineering, May 2015**
Minor: Mathematics
The University of Texas at Austin
Overall GPA: 3.50/4.00

Related Courses

Introduction to Aerospace Engineering, Introduction to Computer Programming, Engineering Design Graphics, Statics, Differential and Integral Calculus, Sequences, Series, and Multivariable Calculus, Engineering Physics

Experience

06/11 - 08/11 **Sales Associate, Bath and Body Works**
Helped customers with product selection, providing excellent customer service
Assisted in creating store displays
Selected by manager for special opening and closing duties

06/10- 08/10 **Volunteer Program Assistant, Girlstart**
Maintained Web services and measurably improved site performance
Redesigned program literature to enhance marketing success
Led weekly camp activities

05/09 - 08/09 **Crew Member, Taco Bell**
Received Star Team Member Award
Handled drive-through services
Assisted manager in special events planning

Skills Proficient in Microsoft Word, Excel, and PowerPoint
Familiar with Microsoft FrontPage and HTML
Strong interpersonal and communication skills
Fluent in Spanish

Accomplishments Member, Society of Women Engineers (SWE), 2011
Recipient, Endowed Scholarship
President, Akron High School National Honors Society
Secretary, Akron High School Student Council
Co-Chair, Akron High School Senior Prom