

SAMPLE RESUMES

IRA A. STUDENT

123 Marlboro Way
Rochester, NY 14600

Voice: (585) 321-4321

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OBJECTIVE	Work experience in Biotechnology or a related field, preferably including intensive lab research activities, as an <i>intern/co-op student</i> .
AVAILABLE	May 24 – Aug. 27 or Nov. 24, xxxx
EDUCATION	ROCHESTER INSTITUTE OF TECHNOLOGY Rochester, NY B.S. Degree in BIOTECHNOLOGY, expected May xxxx
Major Subjects (through Feb. 'xx)	Biology: Cell Biology, Developmental Biology*, General Physiology* Immunology, Molecular Biology Tissue Culture * Chemistry: General Analytical Chemistry*, Organic Chemistry* Data Analysis (MINITAB) *Included laboratories
GPA	2.97 Overall (Transcript provided upon request) 3.25 In Field of Study
Scholarship	RIT Presidential
LAB SKILLS	Sterile technique, establishing primary tissue & cell cultures, thin layer chromatography, titration, chemical separations, microtest plates and other microtechniques, small lab animal techniques
RELATED EXPERIENCE 9/xx – 12/xx	RIT – Dept. of Biology Instructor's Assistant for Developmental Biology Lab Prepared labs, assisted students, graded homework, helped improve handout publications
OTHER EXPERIENCE 9/xx – Present	RIT – Grace Watson Dining Hall Food preparation (average 18 hr./week)
Summer xxxx	College Pro Painters, Rochester NY Foreman: Trained and supervised crew of exterior painters. Resolved problems and other customer relations as needed.
Summers xxxx – xx	Chase-Pitkin (large hardware retailer), Pittsford NY Register. Also sales – floor work in Paint Dept.
ACTIVITIES	Alpha Gamma Rho fraternity; Student Events Committee of Student Alumni Network; intramural basketball; organic gardening and landscaping

Buster T. Brown

Home: 123 Woodward Way, Fairport NY 14450

(585) 223-0006

e-mail BBB0399@aol.com

School: CPU 973, Grace Watson Hall, Rochester, NY 14623

(585) 475-9876

OBJECTIVE

Summer co-op/internship position in a laboratory chemistry technician role,
beginning about May 25, xxxx

EDUCATION

Rochester Institute of Technology, Rochester, NY

Bachelor of Science in Chemistry

expected xxxx

Monroe Community College, Rochester, NY

Basic coursework in Liberal Studies & Chemistry

xxxx-xxxx

GPA: 3.2/4.0

KEY COURSES (through 5/xx)

◆ Chemical Safety

◆ General Chemistry I,II, (with lab)

◆ Quantitative Analysis I, II (with labs)

◆ Calculus I-III

◆ Computer Techniques

◆ Instrumental Analysis-w/lab

SKILLS

◆ Titration/Filtration Techniques

◆ Quantitative Analysis

◆ Distillations/Reflux

◆ Spectral Analysis

◆ Microsoft Word, Excel

◆ C++ Programming

◆ Fluent in German

WORK EXPERIENCE

Wegman's Supermarket, Rochester, NY

Cash register, customer service

Sept., xxxx-present

Summer & part-time

VOLUNTEER EXPERIENCE

Camp Good Days and Special Times, Mendon, NY

Counselor; campers are children with special needs.

Summers xxxx, xxxx

HONORS/ACHIEVEMENTS

◆ Valedictorian of high school class (of 280)

◆ National Merit Scholarship Semi-Finalist

◆ American Chemical Society Award for top chemistry student in high school

ACTIVITIES

Alpha Chi Sigma (professional chemistry fraternity at RIT), Vice President

RIT Singers

Fairport H.S. Varsity Swim Team, Co-Captain

Jean Green

RITstudent1@hotmail.com

Permanent Address

802 Colt Street
Williamsville, NY 14044-9740
(716) 941-5353

Local Address

601 Nathaniel Rochester Hall
Rochester, NY 14623-5699
(585) 758-4233

Job Objective

- ◇ Summer cooperative education/internship employment, to gain experience in and contribute to my employer's work/research in the environmental field, preferably involving remote sensing
- ◇ Available from May 25 through September 1

Education

ROCHESTER INSTITUTE OF TECHNOLOGY, Rochester, NY
2nd year student; BS in **Environmental Science** expected in May 20xx, MS expected in May 20xx

GPA:

3.47

Scholarships:

RIT Presidential
Excellence in Environmental Science

Related Courses (through 2/xx):

- ◇ Introduction to Environmental Science I-III
- ◇ Environmental Science I-III Laboratories (Field Research, Group Work)
- ◇ Calculus I-IV
- ◇ University Physics I-II
- ◇ Organic Chemistry I-II
- ◇ General and Analytical Chemistry I-III

Skills

- ◇ Water and soil testing and analysis
- ◇ Freshwater species identification
- ◇ Biology and chemistry lab knowledge: titrations, reactions, distillations
- ◇ Technical writing, notebook, and presentations
- ◇ Benthic macroinvertebrate measurements
- ◇ Windows 98, 2000, Me; Microsoft Office (Word, Excel, PowerPoint)
- ◇ Spanish language skills in speaking, reading and writing

Related Experience

9/99 – 6/00

Internship at Tifft Nature Preserve, Buffalo, NY

Summer 1998

Taught Community Ed. classes in Collection & Presentation of Data
Planned and built a pond as Vice President of high school Ecology Club

Work Experience

12/00 - present

Note taking for deaf students in various classes

1997 - 2000

St. Martin's Lutheran Church, Boston, NY

Upkeep and cleaning of church

Activities

- ◇ Member of the House of General Science
- ◇ President and founding member of the RIT Hockey Booster Club

R·I·T

Office of Cooperative Education and Career Services
57 Lomb Memorial Drive · Rochester, NY 14623
585-475-2301, 585-475-6905 tty, 585-475-5476 fax
www.rit.edu/co-op/careers

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