

ALLEN ROY

123 Jordana Street, Apartment 201 • Boise, ID • 83706
Phone: (208) 555-5555 • Email: aroy1991@hotmail.com

OBJECTIVE

To secure an entry-level opportunity, where I can add value to an engineering firm.

EDUCATION

Bachelor of Science in Civil Engineering, Boise State University, Boise, ID

GPA: 3.0, Graduation: May 2008

- Engineering Honor Society (2006-2008)
- Civil Engineering Student Club (2004-2008)

RELEVANT COURSES

Structural Mechanics
Transportation
Environmental Engineering
Water Resources

Contaminant Fate
Structural Mechanics
Land Surface Hydrology
Surveying

EXPERIENCE

Undergraduate Research Assistant, Boise State University, Boise, ID

October 2007 – present

- Assisted Civil Engineering faculty with research, surveying and data entry.

Intern, City of Boise, Boise, ID

January-April, 2006

- Assisted with research, data collection and analysis for capital development plan,
- Designed, coded and implemented filing system for GIS documents
- Researched environmental regulations and summarized compliance measures
- Provided feedback on new neighborhood development plans

KEY COMPETENCIES

Computer:

- AUTOCAD
- Microsoft Word, Excel, Access, PowerPoint
- Proficient in Java and HTML

Certifications:

- Occupational Safety and Health Administration (OSHA)
- Certified in General Industry Safety and Health

Languages:

Fluent in Spanish and English.

REFERENCES

Available upon request.

Karen Jones

1420 East Wilson Avenue, Fargo, North Dakota 58504 • Phone: (701) 555-5555
Email: KarenJones@yahoo.com

OBJECTIVE: To obtain a systems operations management-trainee position in North Dakota.

EDUCATION

Bachelor of Science, Information Systems April 2007

University of North Dakota, Bismarck ND

- Minor: Business Management; GPA: 3.90
- John Davidson Computer Leaders Academy research assistant

RELEVANT EXPERIENCE

Intern September 2004 - present

ND Power, Bismarck, ND

- Assist with computer systems administration, and deploying new firewalls and servers

Computer Support Technician August 2003-September 2004

Sunrise Enterprises Inc., Fargo, ND

- Provide technical support over-the-phone to account clients

TECHNICAL SKILLS

Platforms: Windows XP, Linux Programming Languages: Visual Basic, Cobal, HTML

Networking: LAN and WAN options, TCP/IP, Client server, Workgroup functions

Software: Microsoft Office Suite.

ACTIVITIES AND HONORS

- Convocation Committee member and E-mentor for freshman, 2005-2006
- UND Senate Member; 2005-2006
- Dean's List: Fall 2005, Spring 2005, Fall 2004, Spring 2004, Fall 2003

COMMUNITY INVOLVEMENT

- After-school Math Drop-in Program volunteer, YMCA
- Website developer and Assistant, Multiple Sclerosis Foundation
- Volunteer call center operator, Children's Wish Foundation

REFERENCES

Available upon request.

Jane Wong

3820 Bottlebrush Butte
Boise, Idaho 83704 Phone: (208) 555-5555
Email: jwong1978@hotmail.com

CAREER OBJECTIVE

To obtain a challenging entry-level position utilizing my electrical engineering skills and knowledge to benefit an organization in Idaho.

EDUCATION

Bachelor of Science (Electrical Engineering); Minor: Applied Mathematics
Boise State University, Boise, ID • Graduation: May 2008; GPA: 3.55

RELEVANT COURSE WORK

- Microelectronic Circuits
- Systems and Signals
- System Models
- Digital and Analog Circuits
- C++ Programming
- Systems (Embedded and Portable)
- Digital Image Processes
- Control Systems
- Electromagnetic Theory
- Microprocessor Basics

RELATED WORK EXPERIENCE

Research Assistant, Department of Electrical Engineering June 2005 - present
Boise State University

- Develop methods for collecting and analyzing bone and joint data, with image comparison.
- Process medical images as needed.

Intern, Micro Technology, Idaho Falls, ID Summer 2005.

- Develop models for satellite communications utilizing lasers.
- Research techniques for adaptable mirrors via optics systems.

Independent Technician, UCF, Salt Lake City, UT Jan 2004 - April 2004.

- Design and build a customize automation for articulator plate assembly in dental clinic equipment.
- Develop electrical, pneumatic and mechanical components.

Technician Assistant, KLC Technical, Inc., Portland, OR Oct 1998 - Oct 2002.

- Design, install and troubleshoot audio, video, C and Ku band for commercial satellites
- Oversee CCTV and other low-voltage systems; supervise out-of-state installations.

Design Technician, L-Tec Corporation, Portland, OR Jan 1998 – Oct 1998

- Design circuit boards, with OrCad's Capture & Layout.
- Assist in design and assembly of customized robotics.

PROFESSIONAL INVOLVEMENT

- Vice President, Electrical and Electronics Engineers (IEEE) Student Chapter, (2007–present)
- Member, Engineering Honor Society (2006 –present)
- Idaho Computer Development Grant Consortium (2006), Micro Student of the Year (2005)
- Treasurer, Society of Women Engineers (2005–present)

AWARDS

- IEEE Midwest Micro-mouse Competition 1st Place (2007); Garvin Prize for Circuit Design (2006)

References available upon request

Joe Blow

1209 Broadview Drive, Boise, Idaho 83706

Phone: (208) 555-5555

E-mail: joeblow@mail.boisestate.edu

OBJECTIVE: To obtain a full-time position adding value to the organization while building on my analytical, technical, organizational, and interpersonal skills.

EDUCATION: *Master of Science in Materials Science and Engineering*
Boise State University, Boise, ID
Expected graduation: August 2008

- GPA: 3.75

Courses: Solid State Thermodynamics, Solid State Physics, Bio Compatibility and Env. Deg., Materials Characterization, Bonding and Structure of Materials

EXPERIENCE: *Graduate Research Assistant* April 2006 – present
Boise State University, Boise, ID

- Polish and select treatments of titanium and titanium alloys
- Deposit proteins onto titanium surface
- Analyze samples using Optical Profilometry, Optical Microscopy, Atomic Force Microscopy, Scanning Electron Microscopy, and Immuno-SEM
- Read relevant articles from scientific journals
- Write reports and giving presentations on research findings
- Act as a Teaching Assistant for undergraduate labs

Field Agent May 2003 – August 2003
Municipal Water Division, City of Boise, Boise, ID

- Complete injection well inspections to identify routine and contamination issues
- Manage correspondence with owners and renewal of permits for injection wells
- Update and maintained permit information database

Intern May 2001 – August 2001
Micro Tech, Boise, ID

- Perform selected Wet Process aspects of wafer fabrication and trained employees on these processes
- Learn the basic traveler process of wafer production through personal study and observation
- Provide repair and maintenance support for fabrication machines and the slurry distribution system

TECHNICAL SKILLS: Competence in using: Scientific Notebook, Aspen Plus, Microsoft Word, PowerPoint, Excel, Project, Optical Profilometry, and Optical Microscopy

ACTIVITIES: Equestrian Team Captain; Equestrian Club Vice-President; Boise bowling league; and Campus Bible Study.

References available upon request

Miguel Sanchez

4545 Sweetgrass Street, Boise, Idaho 83765
Phone: 555-5555 (cell); Email: migelsanchez@cableone.net

OBJECTIVE: To secure an entry-level position in the Mechanical Engineering field.

EDUCATION:

Bachelor of Science in Mechanical Engineering program 2005 – present
Boise State University, minor in Math

- GPA: 3.4
- Coursework: Senior Design I, ME 424, Thermodynamics, Heat Transfer, Machine Design, Engineering Design, , Fluid mechanics, Dynamics, Statics, Mechanics of Materials, Circuits, and Engineering Graphics.

Associate degree in Electrical/Mechanical Engineering 2004
University of Southern Idaho, Pocatello, ID

SUMMARY OF QUALIFICATIONS:

Problem-solving, team player, with strong technical/design background; a quick learner who is responsible, organized with computer skills that include Solid Works, 2-D Modeling, AutoCAD, Microsoft Office, fluent in Spanish.

ENGINEERING-RELATED WORK EXPERIENCE:

Engineering Assistant, Kiewit Pacific, Bay Area, CA Summer 2005

- Worked on \$110 million design/build water recycling facility, and other projects. Prepare take-offs, frequent communication with vendors and subcontractors for project bids, and review of design plans.

Image Technician, Idaho Circuit City Summer 2000
Glenns Ferry, ID

- Design and screen circuit boards, panels and components for electronic manufacturer.

Construction Worker, Joe Blow Construction, Summer 1998
Twin Falls, ID

- Manufacture and construct residential homes.

OTHER WORK EXPERIENCE:

Sales Representative, Bulwark Exterminating; Summer 2004
Phoenix, AZ,

- Superior social skills, fastest on closing the deal, completed door to door sales.

Firefighter, Grayback Forestry; John Day, OR Summer 2003

- Work to prevent and control wild fires in Idaho, Oregon and Washington.

Foreman, Kake Foods; Kake, AK Summer 2002

- Responsible for day time factory operations; supervise production and manufacturing worker and ensure production quality.

REFERENCES:

Available upon request.

John Smith

1930 West Meadowgreen Court • Kuna, Idaho 83634
Phone: (208) 555-5555 (cell) • Email :jsmith@mail.boisestate.edu

- OBJECTIVE:** To obtain practical work experience in Civil Engineering.
- EDUCATION:** *Bachelor of Science in Civil Engineering*, Boise State University
- Graduation date: September, 2008
 - 3.5 GPA
- RELEVANT COURSES:** Surveying, Statics, Technical Writing, Introduction to Engineering; currently enrolled in: Environmental Engineering, Mechanics of Materials, and Dynamics.
- ENGINEERING EXPERIENCE:** *Drainage Intern* May 2004–present
Ada County Transportation Division, Boise, ID
- Research and review subdivision plans
 - Attend final inspections of subdivisions
 - Assist with drainage complaints and problem resolution
 - Aided in developing an excel worksheet for calculating the sizing of ponds and seepage beds
 - Research and assist with processing of drainage related license agreements
 - Collect and analyze groundwater level data in Ada County
- OTHER WORK EXPERIENCE:** *Shipping Clerk* Dec. 2002-Sept., 2004
Shipping Department, Picture Galleries, Kuna, ID
- Packaged pictures in boxes for shipping purposes
- Lineman Technician* Feb. 2000–Nov. 2000
Assembly Line, Jabil Circuit
- Operated machinery on an assembly line at
- ENGINEERING SKILLS:** Collect data through sieve analysis in an engineering course; Work-related experience in reading construction drawings.
- COMPUTER SKILLS:** Proficient with: Arc View V3.2 (GIS), Microsoft Excel, Word, PowerPoint and Outlook. Completed coursework in AutoCAD (2D) and Microstation. Familiarity with SolidWorks.
- PROFESSIONAL MEMBERSHIP:** Member of the American Society of Civil Engineers.
- Competed in Concrete Canoe competition (2006 & 2007).
- VOLUNTEER EXPERIENCE:** Served a 2 year church mission in Phoenix, Arizona (2000-2002).
- Developed leadership, interpersonal, communication, and organizational skills; delivered presentations to small groups.

References available upon request

November 27, 2007

1520 Georgia Avenue
Boise, ID 83705
Phone: (208) 555-5555

Timm Rochon, Director
Junior Achievement of Utah, Salt Lake City, UT
Email: trochon@JAU.com

Dear Ms. Vanderzwan:

This letter invites you to consider me for the position of *Education/Marketing Intern* with Junior Achievement of Idaho. What follows are details about the assets I will bring to the students participating in your organization's program.

As a senior majoring in Economics/Political Science, with extensive involvement in leadership and student life, many of my relevant experiences have been acquired during my college career. I have served as a president for Students in Free Enterprise chapter, and in this capacity, I learned how to effectively organize fundraising events, develop educational activities for high school students, and promote understanding of free market values in Twin Falls. As well, I regularly approached local business people for investments in our educational program. Selecting and scheduling engaging guest speakers for major campus events was also part of my role. Moreover, I have developed a program budget, and handled a club's financial responsibilities.

As a facilitator, I have led productive group processes, and even organized summits on both diplomacy and leadership for high school students from all over the world. The role of educator is one I genuinely enjoy, particularly when I can facilitate discussions and team-building activities with student groups students. Further, my varied work experience has allowed me to hone my computer abilities, such as database maintenance and record management for over 300 student organizations.

In short, my marketing, leadership, facilitation, and interpersonal communication skills would be of great benefit to the students involved in Junior Achievement Idaho. Promoting global awareness and a respect for diversity is a passion of mine that I enjoy sharing. Being a Junior Achievement Intern would enable me to once again enhance the business and marketing related educational experiences of high school age Idahoans. I would welcome the opportunity to assist these youth, and learn more about working with a nonprofit organization. I look forward to hearing from you soon.

Sincerely,

Allan Fodora