

# RESUMÉ—Co-op/Intern Resumé Sample

## Erin J. Tachmeier

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<b>Objective</b>	Geological engineering co-op opportunity in water resources management or remediation for 2 to 3 work terms
<b>Education</b>	<b>B.S. Geological Engineering and Geology</b> , expected December 20XX <b>University of Wisconsin-Madison</b> GPA: 3.4/4.0 <i>Significant Courses: Mineralogy Petrology Surface Hydrology Stratigraphy</i>
<b>Experience</b>	<b>The Computer Center, Inc.</b> , Madison, WI Office Assistant, October 20XX–present <ul style="list-style-type: none"><li>Maintained database of customer information, developed communication skills through daily customer interaction, and performed general office tasks.</li><li>Received consistent positive performance evaluations from supervisor.</li></ul> <b>Parks &amp; Recreation Department</b> , City of Port Mark, Port Mark, IL Head Lifeguard, Summers 20XX–XX <ul style="list-style-type: none"><li>Managed the operation of a municipal pool. Counted and recorded daily admissions receipts.</li><li>Supervised a staff of seven lifeguards. Required strong organizational skills.</li></ul> <b>Strooza's Sentry Foods</b> , Port Mark, IL Night Manager, Part-time during HS and Summers, 20XX–20XX <ul style="list-style-type: none"><li>Deposited nightly receipts and secured building. Provided friendly and efficient service for customers. Created weekly schedules for assistants.</li></ul>
<b>Computer Skills</b>	C++, Macintosh Applications, Pascal, BIO1D, Modflow
<b>Languages</b>	Spanish, fluent German, 3 HS semesters
<b>Leadership</b>	Future Problem Solvers, Regional Champions Soccer, Captain, All-state, 3 letters All-Academic, State of Illinois
<b>Activities</b>	Geological Engineering Club Intramural basketball and soccer Muskie fishing

**State co-op or intern, number of work terms and area(s) of interest.**

**Clearly state your expected degree level, major and expected graduation date.**

### ECS TIPS

**Times New Roman, with 12 pt. font size, is commonly used.**

- ◆ **As additional experiences and academic projects are added, reduce font size to 10–11 pt. and review other resumé samples for format and content suggestions.**
- ◆ **Margins should be between  $\frac{3}{4}$ " and 1".**
- ◆ **Allow enough "white space" for easy visual scanning.**