

# John A. Doe

**Permanent Address**  
124 Wood Creek Drive  
Houston, TX 75222  
(713) 222-2222

**Local Address**  
1000 Any Dorm #404  
College Station, TX 77841  
(979) 845-2222  
ImnExample@tamu.edu

**OBJECTIVE** Cooperative Education position for two to three terms beginning Spring 2004 or Fall 2004.

**EDUCATION**  
Fall 2002 to present  
**Texas A&M University**, College Station, TX  
*Bachelor of Science, Industrial Engineering*  
Overall GPR 3.19/4.0; 35 credit hours completed.

**EXPERIENCE**  
Summers 2001-2002  
**Pizza Hut**, Lubbock, TX  
*Cashier*  
Trained five new hires to work drive-through window. Opened and closed restaurant on Saturdays and Sundays. Scheduled the Sunday morning shift.

2000-2001  
**Lubbock Food Bank**, Lubbock, TX  
*Volunteer*  
Worked with a team of volunteers to develop an inventory control system for receiving and distributing goods. Kept all storage areas in clean and safe condition.

Summer 1999  
**Mr. & Mrs. Working Parents**, Lubbock, TX  
*Babysitter*  
Responsible for welfare and safety of three children - ages two, six and seven - during 40-hour workweek. Planned learning activities to help children with alphabet, numbers, reading and writing, and problem-solving skills.

**SKILLS**  
Good knowledge of IBM PC/compatible computers; exposure to Macintosh. Completed course in Pascal. Software includes: AutoCad, Excel, Microsoft Word, Word Perfect, Power Point. Four years of Spanish.

**HONORS**  
TAMU Dean's List. National Merit Finalist. High school: Salutatorian of graduating class. Westinghouse Research Competition, Finalist. Placed First in Texas Mathematics Competition; USA Mathematical Talent Search; JETS Competition 2nd Place. Texas Girls State, elected Attorney General. Ranked 26th in tennis for five-state region; won State Doubles Title.

**ACTIVITIES**  
Institute for Industrial Engineers, member; Engineering Student Council, Career Fair 95 Committee; Habitat for Humanity volunteer; Intramural Tennis. High School: National Honor Society, Community Service Committee; President of Senior Class; Spanish Club. Member of Varsity Tennis Team, four years.