



# RESUME SAMPLE: FIRST-YEAR

## Charger Blue

301 Sparkman Drive | Huntsville, AL 35899 | 256-824-7777 | chb0001@uah.edu

### EDUCATION

#### University of Alabama in Huntsville

Huntsville, AL

*Bachelor of Science in Mechanical Engineering*

Expected Graduation: May 2020

- GPA: 3.563/4.000
- Minor: Computer Engineering

#### Hillway High School

Hillway, AL

*Alabama High School Diploma with Honors*

May 2016

- GPA: 3.89/4.00

### EXPERIENCE

#### Altamarion

Huntsville, AL

*Intern*

August 2016 – Present

- Use these bulleted lists to outline your duties and accomplishments at each position you have held
- Begin each point with a strong action verb that describes the work you accomplished and how you accomplished it; for example:
- Observe and practice computer-aided design processes for real-world designs to be implemented by Altamarion professionals

#### Hillway Neighborhood Club

Hillway, AL

*Lifeguard*

May 2012 – August 2016

- Ensured a safe and enjoyable recreational environment by maintaining pool and park grounds
- Collaborated with a staff of 20 employees to efficiently and safely manage the pool, clubhouse, and park
- Trained 12 new hires on the operations of the club, including water pump and pool maintenance, customer service and CPR

### HONORS AND AWARDS

**NASCA U-Science Poster Presentation** | *1<sup>st</sup> Runner-up* | November 2016

**UAH Merit Scholarship** | *Recipient* | August 2016

### SKILLS

- Fluent: Conversational Spanish
- Beginner's proficiency: AutoCAD
- Advanced Proficiency: Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)

*Still need assistance? Schedule an appointment today!*

**UAH Office of Career Services**

205 Student Services Building | 256.824.6741 | chargerjobs@uah.edu | uah.edu/career-services