

# Jane Doe

123 Any Road  
Houghton, MI 49931

(123) 456-7890  
jdoe@mtu.edu

---

**OBJECTIVE:** To obtain a summer internship in the Civil Engineering Field

## EDUCATION

Michigan Technological University  
**B.S. Civil Engineering**  
GPA: 2.80

Houghton, MI  
**Expected: May 2016**

## INTERNSHIP EXPERIENCE

Michigan Department of Transportation  
**Co-op (Operations and Design)**

Muskegon, MI  
April 2014 to Aug 2014

- Drafted plans and created project proposals/bid packages for various construction projects
- Researched and deciphered Row of Way sheets and road elevation sheets to aide in my creation of various Hot Mix Asphalt Overlay projects and Joint Repair projects
- Surveyed various intersections & took traffic counts to aide in my redesign of intersections & guardrails

## COMPUTER SKILLS

- AutoCAD
- Pro E
- AutoDesk Inventor
- Carlson
- Unigraphics NX5
- MATLAB
- GIS Surveying Equipment
- Mathematica
- Microsoft Office
- Microstation

## CO-CURRICULAR WORK

Tour Guide, Sept 2012 to Present

- Working 10+ hours a week while maintaining a full academic schedule

Teaching Assistant, Sept 2012 to Present

- Working 10+ hours a week while maintaining a full academic schedule

Assistant Desk Coordinator, Wadsworth Hall Reception Desk, Aug 2011 – April 2012

- Worked 15+ hours a week while maintaining a full academic schedule

## LEADERSHIP

- Society of Women Engineers (Evening with Industry Chair)
- Undergraduate Student Government (3<sup>rd</sup> Year Representative)
  - Personnel Committee
  - Service Committee
- Orientation Team Leader
- Club Tennis Team (Secretary)
- Wadsworth Hall Student Association - WHSA (Vice-President 2011-2012)
- WHSA Green Team (President)

## WORK HISTORY

Associate Trainer, Panera Bread Company (Grand Haven, MI)

Oct 2011 to Aug 2012

## ORGANIZATIONS

American Society of Civil Engineers (Member)  
Steel Bridge (Member)