

Example of a Co-op Resume

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Objective: To obtain a co-op position within the field of electrical engineering

Availability: Spring 2022

Education: New Jersey Institute of Technology, Newark NJ
BS, Electrical Engineering, Expected Graduation: May 2022
GPA: 3.25

Honors Dean's List every semester
Member of Albert Dorman Honors College

Key Courses: Circuits & Systems, Digital Design, Microprocessors, Electronic Circuits,
Computer Architecture and Organization, Signals and Systems, Random Signals and Noise

Computer

Skills:
Operating Systems: Windows 7,8 and 10, XP, Vista
Applications: MS Word, MS Excel, MS PowerPoint, MathCAD, Matlab, Pro-Engineer
Languages: C++, JavaScript, HTML

Projects: **Motorola 68000 Microprocessor**

- Designed and created a multistage monitoring system and a computer controlled wave form generator using single board computer with Motorola 68000 processor.

Closed Loop Control

- Designed and built a closed loop control for a small vehicle which will follow a given trajectory.

Work

Experience: **New Jersey Institute of Technology**, Newark, NJ January 2020-Present

Teaching Assistant

- Teach students concepts concerning electronic circuits and devices, particularly junction diodes, bipolar transistors and field-effect transistors
- Review solid-state device physics in sufficient detail to help students understand the basic models of semiconductor devices for dc and ac analysis

Best Buy, Bridgewater, NJ May 2018- December 2020

- Assisted customers in product selection.
- Worked in multiple departments and increased sales by 40%.
- Received Employee of the Quarter Award for excellent performance.

Activities: **ECE Club**, 2019-Present

Honors College Retreat Counselor Fall 2018

- Mentored incoming freshmen, introduced college principles and rules, and helped ease their transition into college.