

## Example of a Co-op Resume

### Niral Shah

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

**Availability:** Spring 2018

**Education:** New Jersey Institute of Technology, Newark NJ  
BS, Electrical Engineering, Expected Graduation: May 2019  
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 2018-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 2017- December 2017

- 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**, 2016-Present

#### Honors College Retreat Counselor Fall 2017

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