**RICHARD ANDERSON**  
1234, West 67 Street   
Carlisle, MA 01741

(123)-456 7890

fakeemail@fakeemailadress.com

**OBJECTIVE:**

Seeking an entry-level position within the Engineering Department of Texas Tech’s manufacturing facility. Aspire to work with Mechanics Department to develop more eco-friendly and efficient machines.

**WORK EXPERIENCE:**

**Castle Island Engineering Works, South Boston,**

**May – Sept 2001**  
**Engineering Intern**

**Supervisor: Dr. Craig Jensen**

* Performed time studies on each process in a large manufacturing area.
* Planned the floor layout for a new automated production line.
* Completed Auto-CAD drawings for the Senior Engineer on line layout and ergonomic space-saving concepts.
* Identified potential bottlenecks to production, and developed methods to reduce and prevent these impediments to efficiency.
* Completed change requests on production procedures and drawings.

**Douglas Engineering Co. Ltd., Cambridge, MA**

**June – Sept 2000**  
**Summer Placement**

**Supervisor: Kendra Lane**

* Completed Auto-CAD drawings of proposed layouts for a large production facility in Boston.
* Reviewed production procedures and engineering specs including machine drawings prior to submittal for review in the change process.
* Developed and maintained a database for tracking tech files, equipment specs, equipment installation checklists etc.

**Tasty Freeze Diner, Cambridge, MA**

**June 1998 – May 2000**  
**Summer Placement**

**Supervisor: Francine Alman**

* Established a clean and productive work environment.
* Worked with customers in stressful, busy conditions while maintaining courtesy and respect at all times.
* Arrived promptly on time each day for shift and remained focused throughout the day.

**EDUCATION:**

**VOLUNTEER WORK:**

**SKILLS and INTERESTS:**

**HOBBIES:**

**Personal References:**

**Boston University, Boston, MA**

**2000 - Present**  
BS in Mechanical Engineering, Graduated with Honors.

4.0 GPA

**East Richland High School, Onieda, MA**

**1996-2000**

Valedictorian

3.986 GPA

**Paducah Chapter of Red Cross, Paducah, KY**

**Blood Drive Volunteer**

* Called participants to remind them of drive
* Stocked snacks for blood donors
* Created and distributed flyers
* Proficient in Microsoft Word, Excel, Access, PowerPoint, Auto-CAD and Java.
* Participated in a two-week course in Machine Design, Christmas 2000.
* Other interests include Aircraft Model making and design, carpentry and tool making.

Football, hockey, and percussion

Jean Souza, Former Supervisor

Paducah Red Cross

111 Bloodrive Way

Paducah KY 40021

Work: 555-693-9582

Cell: 618-000-0000 (prefers cell contact)

Tom Lazuk, Engineering Professor

Boston University

Boston MA 00025

Work: 555-395-2891

Email: [superlazuk@awesomemail.com](mailto:superlazuk@awesomemail.com) (prefers email contact)