

# Chronological

## Edward E. Engineering

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**OBJECTIVE** (Optional) Cover letter states what objective is  
To obtain an internship in the field of Electrical Engineering where my prior educational experience can be further utilized and developed.

### EDUCATION

Florida Atlantic University  
Bachelor of Science in Electrical Engineering  
Overall GPA: 3.5/4.0

Boca Raton, FL  
May 20XX

### PROJECT

Designed the electrical system on a UB ABC Boat, which was a finalist in the IEEE national competition. Developed skills in project management. Served as the project leader on a four person team.

### RELEVANT EXPERIENCE

#### Florida Power and Light Group

Juno Beach, FL  
Dec. 20XX – Present

##### South Underground Transmission Intern

- Assess and improve all of the south area underground transmission line plans and profiles for as-built revisions resulting in 15% increase in available output.
- Manage 5+ intern projects totaling \$100,000 with the purpose of reviewing forthcoming government mandated updates.
- Advanced testing validation procedures leading to 2.3% increase in sensor reliability.

##### Dade Operations Distribution Intern

Feb. 20XX – Dec. 20XX

- Proposed and completed several FEC Railroad Crossing projects resulting in total investments of \$1.5 million.
- Inspected and replaced overloaded transformers and distribution poles as a proactive means of reducing power outages.
- Performed reconductoring of primary and secondary conductors on feeders.

#### Production Resource Center

Miami, FL  
June 20XX – Feb. 20XX

##### Production Assistant

- Instructed and assisted faculty and students in use of Macintosh computers, desktop publishing and graphic software, and audio/video recording equipment.
- Executed preventative maintenance and minor repairs on equipment resulting in longer average operating life by 8+ months.
- Upgraded Macintosh computers to newest possible operating system resulting in faster processing and booting times.
- Conducted calibration of equipment and systems at regular 2 week intervals to establish baseline operating standards.

### ACTIVITIES

Institute of Electrical and Electronic Engineers, *Member*  
National Society of Hispanic Engineers, FAU Chapter, *Treasurer*

May 20XX - Present  
August 20XX – May 20XX

### HONORS

Florida Atlantic University Dean's List  
Florida Atlantic University Bright Futures Scholarship

Alpha Omega Chi National Engineering Society  
Phi Kappa Phi National Academic Honor Society

### COMPUTER SKILLS

**Software:** Microsoft Suite (Word, Excel, and PowerPoint)  
**Languages:** C, C++, Java, HTML, Visual Basic, Matlab, PSpice  
**Systems:** Windows NT, 2000, XP, UNIX, Mac OSX

### LANGUAGES

Fluent in the oral and written communication of French, Spanish, and English

**HOLLY HELPER FUNCTIONAL**  
(954) 789-3736 \* hhfunctional@fau.edu

**Campus Address:**  
13 FAU Boulevard  
Boca Raton, FL 33431

**Permanent:**  
27 Bluebird Drive  
Orlando, FL 32801

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**OBJECTIVE** (optional) Cover letter states what objective is

To obtain a program administration position in a non-profit organization assisting children.

**EDUCATION**

**Bachelor of Arts, Psychology**  
Florida Atlantic University (FAU)

Expected May 20XX  
Boca Raton, FL

**Overall GPA: 3.8/4.0**

**Honors Thesis:** An examination of cognitive differences among children ages one to three

**Honors:** Dean's List

**KEY ACADEMIC COURSEWORK**

Personality and Social Development  
Cognitive Development  
Psychology of Motivation

Biological Bases of Behavior I & II  
Personality Theories  
Human Perception

**PROFESSIONAL SKILLS**

**Community Outreach Experience**

- Advertised psychology research studies on FAU's campus and in the greater Boca Raton community
- Provide parents of research subjects and research participants with information about the studies and answer questions

**Child Development and Psychological Research Experience**

- Assist FAU graduate students in researching the developmental differences in children ranging from one to three years of age and the affects of peers on self-perception
- Record research sessions, transcribe interactions, and present them to principal investigators
- Participate in discussions regarding research findings

**Administration Experience**

- Manage walk-in traffic for real estate office – assess client needs, answer preliminary questions, and determine which agent to contact for assistance
- Answer phones, written correspondence, and web site inquiries and forward them accordingly
- Produce weekly spreadsheets reporting on real estate office sales and new listings
- Schedule appointments for research participants and prepare testing environments for psychological research projects at FAU

**EXPERIENCE**

Prudential Real Estate  
**Receptionist**

Delray Beach, FL  
May 20XX – Present

Florida Atlantic University  
**Directed Independent Study II**  
**Directed Independent Study I**

Boca Raton, FL  
Jan. 20XX – Present  
Sept. 20XX – Dec. 20XX

**COMPUTER SKILLS**

Microsoft Office (Excel, PowerPoint, Word, Access), Internet Research

**ACTIVITIES**

Psi Chi, Member (20XX – Present)

**EXAMPLE A: "GOOD"**



- Directed customers to particular item
- Processed weekly payroll
- Acquired oral and written presentation skills

**Ask yourself if you have led, managed, participated in, helped with, or contributed to any of the following:**

- Increased sales revenue
- Increased profitability
- Penetrated new markets
- Reduced operating costs
- Developed new technology
- Implemented new systems
- Designed new training programs or curricula
- Developed new products or expanded product lines
- Reduced annual costs
- Negotiated contracts
- Improved productivity
- Improved quality of operations or products
- Streamlined operations, functions, or support activities
- Exceeded specific performance expectations
- Simplified business processes
- Realigned staffing to meet business needs
- Structured or negotiated strategic alliance, joint ventures, or partnerships

**SENTENCE STRUCTURE FOR JOB TASK BULLETS**

[Supported] [administration] through/by [maintaining] [office correspondence and databases]  
*Action Verb                      What/Who                      Preposition                      Action Verb                      What/Who*

[Instructed] [15 to 20 students] through/by [reinforcing] [reading, writing, grammar and phonics]  
*Action Verb                      What/Who                      Preposition                      Action Verb                      What/Who*

[Input] [tax data] through/by [collating and checking] [tax returns and cash receipts]  
*Action Verb                      What/Who                      Preposition                      Action Verb                      What/Who*

[Developed] [project management skills] through/by [designing] [the electrical system on a UB 2014 Boat]  
*Action Verb                      What/Who                      Preposition                      Action Verb                      What/Who*

[Maintained] [high standards of customer service] through/by [resolving] [complaints] promptly and professionally  
*Action Verb                      What/Who                      Preposition                      Action Verb                      What/Who*

**EXAMPLE B: "BETTER"**

- Developed merchandising strategy by directing customers to higher margin products that increased average daily store revenue by 9% and average sales per customer by 12%
- Processed payroll by using Great Plains accounting software for over 500 employees across three corporate divisions
- Prepared and presented weekly PowerPoint presentation through highlighting interest rate movement in major international markets to traders on Interest Rate Swap desk

**ACTION VERBS**

Communication/People Skills		Creative Skills		Data/Financial Skills		Helping Skills		Management/Leadership Skills		Organizational Skills		Research Skills		Teaching Skills		Technical Skills	
Addressed	Reinforced	Acted	Administered	Adapted	Adapted	Administered	Administered	Administered	Administered	Administered	Administered	Administered	Administered	Administered	Administered	Administered	Administered
Advised	Reported	Adapted	Adjusted	Advocated	Advocated	Advised	Advised	Advised	Advised	Advised	Advised	Advised	Advised	Advised	Advised	Advised	Advised
Arbitrated	Resolved	Began	Allocated	Aided	Aided	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated
Arranged	Responded	Combined	Analyzed	Answered	Answered	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed	Analyzed
Articulated	Solicited	Composed	Appraised	Arranged	Arranged	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised	Appraised
Authorized	Specified	Conceptualized	Assessed	Assisted	Assisted	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed	Assessed
Clarified	Spoke	Condensed	Audited	Assisted	Assisted	Audited	Audited	Audited	Audited	Audited	Audited	Audited	Audited	Audited	Audited	Audited	Audited
Collaborated	Suggested	Created	Balanced	Clarified	Clarified	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced	Balanced
Communicated	Summarized	Customized	Budgeted	Coached	Coached	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted
Composed	Synthesized	Designed	Calculated	Collaborated	Collaborated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated
Condensed	Translated	Developed	Computed	Contributed	Contributed	Computed	Computed	Computed	Computed	Computed	Computed	Computed	Computed	Computed	Computed	Computed	Computed
Confirred	Wrote	Directed	Conserved	Cooperated	Cooperated	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved	Conserved
Consulted		Displayed	Corrected	Counseled	Counseled	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected	Corrected
Contacted		Drew	Determined	Demonstrated	Demonstrated	Determined	Determined	Determined	Determined	Determined	Determined	Determined	Determined	Determined	Determined	Determined	Determined
Conveyed		Entertained	Developed	Diagnosed	Diagnosed	Developed	Developed	Developed	Developed	Developed	Developed	Developed	Developed	Developed	Developed	Developed	Developed
Convinced		Established	Estimated	Educated	Educated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Corresponded		Fashioned	Forecasted	Encouraged	Encouraged	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted
Debated		Formulated	Managed	Ensured	Ensured	Managed	Managed	Managed	Managed	Managed	Managed	Managed	Managed	Managed	Managed	Managed	Managed
Defined		Founded	Marketed	Expeditied	Expeditied	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed	Marketed
Developed		Illustrated	Measured	Facilitated	Facilitated	Measured	Measured	Measured	Measured	Measured	Measured	Measured	Measured	Measured	Measured	Measured	Measured
Directed		Initiated	Netted	Familiarized	Familiarized	Netted	Netted	Netted	Netted	Netted	Netted	Netted	Netted	Netted	Netted	Netted	Netted
Discussed		Instituted	Planned	Furthered	Furthered	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned
Drafted		Integrated	Prepared	Guided	Guided	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared	Prepared
Edited		Introduced	Programmed	Helped	Helped	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed	Programmed
Elicited		Invented	Projected	Insured	Insured	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Enlisted		Modeled	Qualified	Intervened	Intervened	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified	Qualified
Explained		Modified	Reconciled	Motivated	Motivated	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled	Reconciled
Expressed		Originated	Reduced	Prevented	Prevented	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced
Furnished		Performed	Researched	Provided	Provided	Researched	Researched	Researched	Researched	Researched	Researched	Researched	Researched	Researched	Researched	Researched	Researched
Incorporated		Photographed	Retrieved	Referred	Referred	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved	Retrieved
Influenced		Planned		Rehabilitated	Rehabilitated			Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated	Rehabilitated
Interacted		Revised		Represented	Represented			Represented	Represented	Represented	Represented	Represented	Represented	Represented	Represented	Represented	Represented
Interpreted		Revitalized		Resolved	Resolved			Resolved	Resolved	Resolved	Resolved	Resolved	Resolved	Resolved	Resolved	Resolved	Resolved
Interviewed		Shaped		Simplified	Simplified			Simplified	Simplified	Simplified	Simplified	Simplified	Simplified	Simplified	Simplified	Simplified	Simplified
Involved		Solved		Supplied	Supplied			Supplied	Supplied	Supplied	Supplied	Supplied	Supplied	Supplied	Supplied	Supplied	Supplied
Joined				Supported	Supported			Supported	Supported	Supported	Supported	Supported	Supported	Supported	Supported	Supported	Supported
Judged				Volunteered	Volunteered			Volunteered	Volunteered	Volunteered	Volunteered	Volunteered	Volunteered	Volunteered	Volunteered	Volunteered	Volunteered
Lectured																	
Listened																	
Marketed																	
Mediated																	
Moderated																	
Negotiated																	
Observed																	
Outlined																	
Participated																	
Persuaded																	
Presented																	
Promoted																	
Proposed																	
Publicized																	
Reconciled																	
Recruited																	
Referred																	