**Sample Co-op Student**   
Chester, PA 19013 | 610-555-1111 | samplecoop@widener.edu

**EDUCATION**

Widener University Chester, PA

**Bachelor of Science in XXX** expected May 20XX

**Major:** if applicable | **Concentration**: if applicable GPA: include if 3.0 or above

**Honors**: list honors programs and any other honors or scholarships if applicable  
***Widener Co-op Student: Fall/Spring 20XX Cycle***

**Highlighted Coursework:** list 6-8 courses that are relevant to career interest; use names of courses without course numbers)

**List High School if freshman; follow same format as above minus the coursework**

**ENGINEERING/COMPUTER SCIENCE/BUSINESS PROJECTS** [you will title this based on your area of study]

**Project Name** Widener University

*Course Title* Month, Year

* Describe what you did and learned in the project. Start your statements with a [descriptive action verb.](https://wumail.sharepoint.com/:b:/s/Careers/ETc1eAVHBWpPrG4ki-zRwlkBmw0RBVOQlNIIOB4OQJmatw?e=Ki8AWl)
* You can highlight any project work you’ve done while you’ve been a student at Widener. Think about what experiences will be most relevant to your audience (prospective employers).

**WORK EXPERIENCE**

**Name of Company** City, State

*Your Title* Dates worked

* Begin each bullet with a [descriptive action verb](https://wumail.sharepoint.com/:b:/s/Careers/ETc1eAVHBWpPrG4ki-zRwlkBmw0RBVOQlNIIOB4OQJmatw?e=Ki8AWl): manage, perform, create, provide, assist, etc.
* Describe your job duties in a meaningful way and quantify wherever possible; example for a camp counselor: Ensured safety of approximately 30 girls, ages 9 to 11 years old
* Highlight skills you have developed such as leadership, communication, customer service

**Name of Company** Cherry Hill, NJ

*Your Title* March 2019 - August 2021

* Use present tense if still working there; last bullet in past tense because it is developed skill
* Train new crew members in company policies and procedures
* Take customers’ orders efficiently and accurately handle money
* Developed leadership and responsive customer service skills

**VOLUNTEER EXPERIENCE**

**Habitat for Humanity** City, State

*Construction Volunteer*  May 2020 - Present

* This section might not pertain to everyone but volunteer experience is a wonderful addition
* Highlight transferable skills such as communication and teamwork learned through experience

**LEADERSHIP AND ACTIVITIES**

**Varsity Swim Team** Widener University

*Captain* (as of September 2021) September 2019 - Present

* This section might not pertain to everyone but activities and leadership experience are important
* Treat these roles like jobs: list skills learned, tasks accomplished, and results of work

**Student Government Association**  Widener University

*Senator and* *Director of Recruitment* September 2021 - Present

* Explain what was accomplished as Senator/Director
* Select experiences that are recent and relevant

**SKILLS** (computer and language skills only; do not list character traits or “soft” skills)

**Computer:** Word, Excel, PowerPoint; SAP; SQL; Photoshop  
**Language**: intermediate in French; beginner in German