



Chronological Resume Sample Work-to-Work Jobseeker

ELIZABETH B. JOBSEEKER

5555 Lakewood Road
Somewhere, Minnesota 55555
(555) 555-5555

OBJECTIVE Mechanical Engineer

ENGINEERING EXPERIENCE

Industrial Engineer 199_ to 200_

- Tool Incorporated , Minnetonka, MN
- Designed a plant layout for the shipping department
 - Developed a multi-step shipping process improvement plan

Design Engineer 199_ to 199_

- Mechanical Systems , St. Paul, MN
- Developed a complete safety package for a robot loader
 - Designed hydraulic double stack lift
 - Redesigned dairy open style conveyor
 - Trained 10 engineers on AutoCAD Rev. 12
 - Evaluated and purchased machine components

HVAC Engineer Assistant 199_ to 199_

- Engineering Consultants , St. Paul, MN
- Prepared building and equipment bid specifications
 - Evaluated HVAC equipment options
 - Incorporated EPA and OSHA regulations into safety procedures
 - Created working drawing on AutoCAD Rev. 1

MANAGEMENT EXPERIENCE

Supervisor 198_ to 199_

- College Police Department , Minneapolis, MN
- Supervised more than 50 student security personnel
 - Maintained security accounts and budgets
 - Interviewed, hired, field trained and conducted performance appraisals
 - Prepared 25-page monthly report

Manager 198_ to 198_

- Building Management Co. , Northwoods, MN
- Maintained and performed building improvements

EDUCATION

Bachelor of Science Degree: Mechanical Engineering 199_

Minor: Engineering Management
University of Minnesota , Minneapolis, MN

Course Work: Thermodynamics, Heat Transfer, HVAC,
Machine Design, Fluid Power, IBM Compatible,
AutoCAD 12, FORTRAN, Lotus and Quattro Pro

