

SAMPLE STUDENT

Palatine, IL 60067

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CAD DRAFTER

EDUCATION

Harper College, Palatine, IL
Architectural Studies Coursework

June 20xx to Present

RELEVANT COURSEWORK

Presentation and Communication Tools
Architecture Design Principles

Building Materials I and II
Architectural CAD I and II

WORK EXPERIENCE

Sales Consultant

Smith Motor Sales, Schaumburg, IL

November 20xx to Present

- Negotiate sales of new and used vehicles to new and repeat customers
- Provide customer service to new and existing customers
- Deliver vehicles and orient customers with the product features
- Contact new customers to ensure product satisfaction

Life Underwriter

Allstate Insurance, Northbrook, IL

May 20xx to November 20xx

- Interpreted medical and non-medical insurance risks associated with new business applications
- Utilized underwriting guidelines to develop decision making process
- Communicated with agents and Allstate Life Specialists to discuss information and provide knowledgeable feedback
- Participated in extensive medical and procedural training programs

VOLUNTEER EXPERIENCE

Habitat for Humanity, Elgin, IL

July 20xx to May 20xx

- Collaborated with a team of volunteers and building professionals in development of neighborhoods by improving houses and landscaping

MEMBERSHIP

The American Institute of Architecture Students (AIAS)

May 20xx to Present