

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

CAD DRAFTER

Entry-level CAD Drafter with a strong foundation in AutoCAD software. Skilled in creating precise technical drawings and schematics for architectural projects. Adept at working collaboratively with project teams and effectively communicating design concepts. Strong attention to detail and Microsoft Office skills.

EDUCATION

Harper College, Palatine, IL

Architectural Studies Coursework

Architectural CAD Certificate

August 20xx to Present

May 20xx

RELEVANT COURSEWORK

Presentation and Communication Tools

Architecture Design Principles

Building Materials I and II

Architectural CAD I and II

WORK EXPERIENCE

Smith Motor Sales, Schaumburg, IL

Sales Consultant

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

Allstate Insurance, Northbrook, IL

Life Underwriter

May 20xx to November 20xx

- Interpreted medical and non-medical insurance risks associated with new business applications
- Utilized underwriting guidelines to develop decision-making processes
- 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 team of volunteers and building professionals in development of neighborhoods to improve houses and landscaping
- Gained new skills in home maintenance repairs

MEMBERSHIP

The American Institute of Architecture Students (AIAS)

June 20xx to Present