

John Jones

1234 First Road, Mountain Top, PA 18707

Phone: 570.123.4567 Email: jjones@hotmail.com

EDUCATION

A.A.S. Nuclear Engineering Technology, expected graduation (month, year)
Luzerne County Community College, Nanticoke, PA
Maintained a 4.0 G.P.A throughout the Nuclear Technology Program

PROFESSIONAL SKILLS

- Proficient with Microsoft Office 2010 and Windows 7
- Demonstrated leadership ability
- Highly customer-focused with a commitment to service

EXPERIENCE

Intern

PPL Susquehanna Steam Electric Station, Berwick, PA Summer 2010
Gained full unescorted access to a nuclear facility after completing a ten week introduction to nuclear plant operations shadowing workers in Instrumentation and Controls, Operations, Health Physics and the Control Room.

Manager

Smith Printing Inc., Wilkes-Barre, PA (year – year)
Managed and operated an offset printing production shop. Duties included design, production, maintenance, installation, customer service, and sales.

HONORS AND AWARDS

President's List for outstanding academic achievement.
Luzerne County Community College, (year)

ACTIVITIES (OR COMMUNITY SERVICE)

Treasurer, Student Government Association, Luzerne County Community College, (year)
(Volunteer, Hospice St. John, Wilkes-Barre, PA, (year-year))