Home: Address: _____   Campus: Address: _____

City: _____State: ____ Zip: _____   City: _____State: ____ Zip: _____

Summary of Qualifications *(Indicate your unique skills, 3-5 bullets, or brief paragraph format 3-5 sentences)*

- _____
- _____
- _____

Examples:

- **Proficient in CAD and Solidworks creating numerous designs for treehouse designs**
- **Committed and dedicated to service as evidenced by scouting – graduated adult scout**
- **Hard-working and motivated to succeed – funding entire college education through part-time work**
- **Excellent communication and negotiation skills as a University representative on the Board of……**

Education

Name of College: _____ City: _____ State: _____

Degree: _____   Expected Graduation Date: _____

GPA: _____ *(If 3.0 or higher)*

Example:

Rowan University, The Henry M. Rowan College of Engineering
Bachelor of Science, Electrical and Computer Engineering   Expected May 2020
Minor: Computer Science
GPA 3.9, Dean's List, Medallion Award

Engineering Projects (with short bullets indicating your specific involvement – use action words)
Project name_____   when

- _____
- _____
- _____

Example:
Reverse engineering of an electric toothbrush – Freshmen Engineering Clinic   Fall 2015

- Utilized problem solving skills to disassemble, assess and re-assemble a product more efficiently
- Team-based project with a multi-disciplinary focus having to cooperatively determine the appropriate solution
- Analytically proved results to within a .01 tolerance

3D printer innovations – DIY, home project   Summer 2015

- Built and assembled a 3D printer from scratch
- Wrote code to create a widget on this 3D printer
- Investigated optional parts and assembly options

Work Experience *(Start with most recent place of employment.)*

Job Title: _____   Period Employed: _____

Name of Company, City, State _____

Responsibilities: *(Use action words.)* _____

Examples:
Engineering intern, ABC Company   Summer 2014

- Utilized CAD to ……
- Reviewed drawing for inconsistencies……
- Field survey of intersection to determine……

Engineering intern   May 2014-present
ABC Company, city, NJ

- Utilized CAD to ……
- Reviewed drawing for inconsistencies……
- Field survey of intersection to determine……

Skills/Awards *(EXAMPLE: computer, machining, leadership, language skills)*

- _____   - _____
- _____   - _____

Activities & Interests (Professional societies, etc)

- _____   - _____
- _____   - _____

References available upon request

Engineering Resume Checklist

Overall Appearance/Format

- Margins approximately 1 inch on all four sides.
- Appropriate use of white space – effectively balance text with white space
- Format is important - use bullets and indents
- Plain font with straight lines, such as Times New Roman, Ariel or Helvetica.
- Font size not smaller than 11 points.
- Avoid using more than two fonts on your resume
- Bold and capital letters used where appropriate for emphasis, but not overdone.
- Use bold or underline separately, not together
- No italics, script, parentheses, brackets, shading or graphics.
- Avoid use of unnecessary punctuation, horizontal or vertical lines.

Content

- Organized concise information throughout the resume
- Reverse chronological order throughout
    - Most recent on top - education, experience, projects
- Heading - Name, address, telephone, and e-mail address centered at top, with name in bold and larger font. If using two addresses, home and campus, left justify one and right justify the other or use 2 columns (Abbreviate states with capital letters. Example, NJ)
- Summary of qualifications – NOT an objective
    - A bulleted list of what makes you unique professionally – your skills, traits, experience, projects,
- Education – University, Major, Minors, Honors GPA (in tenths and if above 3.0), Expected graduation date using those words or use "anticipated graduation date"
    - Engineers – you are earning a BS, Bachelors of Science, in your discipline.
    - Make sure your major is the official name of your department
- Projects/Accomplishments – Engineering Projects/DIY (relevant)
    - Qualify these
- Special Skills - Computer code, Machining skills, etc.
- Work Experience – reverse chronological order.
    - Your most recent job should be at the top. Include dates.
    - Briefly describe duties and responsibilities using action words and short sentence fragments
- Memberships, Affiliations, Extracurriculars, etc.

Tips/Guidance

- Use spellcheck. Than use it again
- Watch homophones such as carat/carrot or they're/there. Also watch for it's/its
- Be honest, don't exaggerate. Do Not Lie!
    - Any material on your resume is fair game for questions during an interview
- Omit extraneous and personal information such as height, weight, age, sex, maritial status
- Keep sentences short; begin with varied action words
- Do not include salary data
- Do not include job references or testimonials.
    - If you wish, add "references available upon request" at the bottom of your resume
- Do not use high school information unless it is relevant or significant.
- Have someone review and proofread your resume. Then have another person do the same

- Job descriptions/accomplishments written in 1-5 bulleted statements or brief paragraph format, reading in the first person, with pronouns "I" and "my" omitted.   Use a variety of action verbs and keyword nouns specific to the major/profession, often the same words used in typical job postings for such position.

- Descriptive statements highlighting skills and abilities, as well as experience and accomplishments. Show evidence of teamwork, computer proficiency, attention to detail, customer satisfaction, willingness to learn new skills, ability to produce results, and your enthusiasm/work ethic. Supply enough description to create reader interest but not to overwhelm.

- Finished product should be a unique statement about you. It must be professional looking, error free, with consistent verb tense and end punctuation.   Do NOT rely on computer spell check, grammar check, or resume writing software for your final resume. Use them as resources, but get others to proofread your resume after you proofread it numerous times.