

Your Name

Home Street Address
City, State, ZIP Code

jstudent@mtu.edu
123-456-7890

Current Address
City, State, ZIP Code

1 SUMMARY

Third year Mechanical Engineering student with two internships and SAE Enterprise experience. VP of SWE and member of Career Ambassadors. Skills in new product design, NVH, test validation, and lean manufacturing.

2 EDUCATION

Michigan Technological University

BS Mechanical Engineering | Concentration or Minor

GPA 3.0 | Department GPA 3.5

Houghton, MI
expected May 2020

3 INTERNSHIP/CO-OP EXPERIENCE

ABC Company

Engineering Design Intern

Anytown, MI
May–August 2015

Project: Design 16 console mats for 2017 Escape vehicles (European, Chinese, and American models)

- Analyzed performance and customer feedback, company design rules, material properties, optimal interference, supplier input, assembly features, visual appeal, and usability
- Designed separate mat component using CATIA
- Collaborated with console engineers and modified design to adapt to projected design changes

4 PROJECT EXPERIENCE

Project: Designed and produced a prototype for a charcoal kiln to be used in a manufacturing line for mass production and distribution in Benin, Africa (team of eight)

- Remotely identified regional materials to construct kiln and reusable biomass for charcoal production
- Simulated production times based upon thermal properties of biomass options to inform design
- Calculated necessary cool-down times using thermodynamic equations to inform design
- Designed multiple kiln possibilities using Unigraphics NX 3D modeling software
- Created crowdfunding campaign and drafted promotional literature to promote project

5 COMPUTER/TECHNICAL SKILLS

- UGNX
- MATLAB
- Solidworks
- CNC Lathe/Mille Operation
- Mig and Trig Welding
- CATIA
- Powder Metallurgy
- Tension/Compression Testing
- MS Office, Excel

6 LEADERSHIP

President, ABC Sorority, September 2015–present (12-15 hours/week)

- Raised memberships by 50% with campus-wide promotional campaign
- Increased community service hours by 200% over two years

7 CO-CURRICULAR INVOLVEMENT

Career Services Career Ambassador, September 2015–present (8-10 hours per week)

- Provide support for first-ever CareerFEST

IM Broomball team member, November 2014–March 2015 (4-6 hours per week)

- Won class-B season championship

8 WORK HISTORY

Career Services Learning Center Coach, September 2015–present (6-8 hours per week)

- Provide first-year students with résumé help, interview skills, and Career Fair-prep guidance

Server, The Best Restaurant, Hometown, MI, May 2014–August 2015

Lifeguard, YMCA, Hometown, MI, May 2013–August 2014

9 INTERESTS/HOBBIES

mountain biking | ballroom dancing | Thai cooking | guitar

Build Your Toolbox

Sample Résumé

You've done a lot! It's hard to know exactly what to include on your résumé—and how to write it. Use this format to get started. Career Services is here to help you brainstorm, create, organize, edit, or update your résumé.

Provide evidence with numerous and specific details.

1 SUMMARY

- You can tailor to each job description
- For the Career Fair, choose the skills you're most proud of
- A few points about you:
 - Year and major
 - Co-op/internship experience
 - Enterprise, research, or project experience
 - Involvement/leadership on campus
 - 3–4 specific skills

2 EDUCATION

Michigan Technological University
Houghton, MI

Your degree: Bold this as most employers are looking for specific degrees.

Use BS, MS, or PhD; these acronyms are universally understood.

Use the word “expected” if you have not graduated yet. It's acceptable for this to change throughout your college career.

Minors | Concentrations | Focus |

Certifications: Include these if you believe they will convince an employer to hire you.

Overall GPA: Even if it's not as high as you'd like, this must be on your résumé. If it is improving, include your GPA for the past few semesters. Always include your department GPA.

3 INTERNSHIP or CO-OP EXPERIENCE

Industry experience is one of the most desirable experiences employers look for. Related experience is great, but non-related is just as important. Your ability to thrive and apply your knowledge in an industrial or business environment is valuable. You'll do many things on the job, but project management or problem-solving experience is most valuable.

4 PROJECT EXPERIENCE

Campus-based, hands-on, teamwork, project experience: Enterprise, Senior Design, and class projects. What kinds of problems did you tackle? What goals did you achieve?

Be specific about your role.

5 COMPUTER/TECHNICAL SKILLS

Provide a bulleted list of your computer software skills, equipment and tools you've used, and industry-related methodologies or techniques you know or have used. No need to categorize; you can speak about application and competency levels during your interview.

6 LEADERSHIP

Companies are interested in hiring students who will help them become leaders in their industry. Provide evidence that you've led others to

accomplish goals. List times you've held a leadership position. State your position, name of the organization, hours devoted, and dates. List one or two accomplishments you're most proud of.

7 CO-CURRICULAR INVOLVEMENT

Involvement outside the classroom develops teamwork and interpersonal skills that are important to employers. They're looking for students who will get involved on their team. List your position, the organization, hours devoted, and dates. Plus add a detail or two about your accomplishments.

8 WORK HISTORY

This is where you list regular jobs you've had during the summers or high school. List your position, the company, location, and dates. If you're working on campus while going to school, list that job first and include the number of hours.

9 INTERESTS/HOBBIES

If you have room at the end of your résumé, list your non-school related interests and talents. This makes you multidimensional—someone who brings a unique perspective to their field.