



# R E S U M E S *for Engineers*

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## **What is a resume?**

A resume is a marketing brochure about you. It describes your skills, experience (paid and/or unpaid), and your education. The purpose of an effective resume is to get you an interview.

## **Is one resume good for all jobs?**

Your job search materials should be customized for each position. If your search is focused on one type of position, a single version of your resume may be fine, along with a cover letter that is tailored to your employment target. If you're applying to a wider range of positions, you may need to revise your resume in addition to creating a new cover letter. This customization is essential to your marketing and requires research about the organization and industry.

## **What is a chronological resume?**

The chronological resume is a commonly used format for undergraduate students. The experience section of a chronological resume includes your positions, listed in reverse chronological order (beginning with your most recent position and working backwards). Essential data includes: name of organization, location, your title, and dates of employment/involvement. This is followed by several bullets, describing your skills and achievements.

## **How is an engineering resume different than a liberal arts resume?**

An engineering resume may include specialized section headings such as:

Technical Skills	Lab Experience	Lab Skills	Relevant Courses
Engineering Experience	Academic Experience	Research	Projects or Design Projects

An engineer often includes academic work including a list of courses and relevant project work. This academic experience might be listed before work experience, if they have not yet interned or worked in an engineering environment. Technical skills may also be listed at the top of the resume if required by the position.

## **What else do I need to know about resumes?**

- *Survive the human scan.* Resumes get less than 30 seconds of an employer's time.
- *Survive the electronic scan.* Make sure you have used appropriate jargon and keywords for your field.
- Capture your reader's attention by keeping your resume to a single, easily 'skimmable' page. Check with a Career Counselor about exceptions to the one-page rule.
- Use good quality paper in colors such as white, off-white or neutral if submitting hard copy.
- Check for typos, spelling errors, and grammar usage.
- Include a customized cover letter that demonstrates how you match the employer's requirements.

## **How do I email my resume?**

- Email your resume and cover letter as one attachment (PDF format with your cover letter as page 1 and resume as page 2).
- When emailing your documents to employers, include your first initial and last name in the title of the document. When creating an appropriate subject line for your email, use your name and the position to which you're applying. For example: *Civil engineering intern application from J. Barnum.*
- Include a short note in your email message to briefly introduce yourself, list the position to which you are applying, and indicate that you have attached your application to the email and look forward to connecting with the employer to discuss your skills and experiences.

*~Please use Resume Checklist on following page to prepare your document~*

# RESUME CHECKLIST

## FORMATTING & MECHANICS

- Document fits on one page without overcrowding. Check with a career counselor for rare exceptions.
- Font size is 10-12 point and is professional and uniform throughout resume.
- Resume is visually appealing.
- Dates are uniformly formatted, NOT placed in the left-hand margin
- Judicious use of bold, italics, and underlines enhances appearance and readability.
- There are no errors in capitalization, spelling, word usage, grammar, and punctuation.
- Margins are no smaller than .5 inches.
- Entries are listed in reverse chronological order (current to oldest) in each section.

## CONTACT INFORMATION

- Includes 1 address, 1 phone number, and 1 professional email address.
- If applicable, contact information may include links to a professional portfolio, website, or LinkedIn page.

## EDUCATION

- Education is first section on resume, below contact info. Include honors/awards here (e.g., Dean's List).
- Each educational institution (high school/college) includes name and location (City, State).
- Junior/Seniors' resumes usually omit High School. Check with a career counselor for exceptions.
- Study abroad is listed (institution, country, and dates of study), if applicable.
- Degree, month, and year of graduation are identified (i.e. "Bachelor of Arts, May 2017" or "Bachelor's degree, May 2017," if undeclared)
- Major(s) and minor(s), if declared, are listed.
- Including coursework is optional and can be a separate section. List selected courses relevant to job/internship.
- GPA is listed if 3.0 or higher. Include 2 decimal places. Do not round up.

## EXPERIENCE (CAN BE MORE THAN 1 SECTION WITH TAILORED HEADINGS)

- Include paid, volunteer, intern, and extracurricular activities.
- Include 4 items: employer/organization name, location (City, State), dates, and title/role.
- Use a round or square, solid bullet ( ■, ● ) to list your accomplishments and skills.
- Start descriptions with strong skill-based verbs ( see the next page). Use present tense for ongoing work.
- Phrases are concise and provide useful information. To convey maximum impact, ask yourself, "So what?"
- Use quantitative information, when possible, to prove your results and effectiveness.

## SKILLS

- Skills can be listed in a separate category.
- Skills are identified by type, including computer, language, technical, and laboratory skills.
- Proficiency level is included for languages (native, fluent, proficient, conversant).
- Do not include personal attributes or soft skills (e.g., teamwork, communication).

## ADDITIONAL

- Include dates of participation for activities. A category of interests is optional.
- If publication section is included, it is appropriately formatted.
- Document does not include use of personal pronouns (I, me, we) or articles (a, the).
- List of references is not included. Do *not* use the phrase, "References available upon request."

## HOW TO DESCRIBE PART-TIME JOBS, SUMMER EMPLOYMENT & MORE

You've probably held part-time and summer jobs that provide income yet may not be aligned with your career goals. This work has a legitimate place on your resume. It gives prospective employers an important message about your "soft skills," personality traits and talents such as work ethic, attitude, and teamwork. Never underestimate the value of what you may think of as "only a part-time job."

Here are examples of phrases that describe the types of work done by many students. Please review *all* the sections to get ideas about language that you can adapt for 'bullet points' on your own resume.

### **Administrative Positions & Campus Employment**

- Manage administrative tasks from data entry to appointment scheduling
- Greet clients, manage phone system, and order office supplies
- Compile and process detailed patient information for busy health care practice
- Review email communication, prioritize time-sensitive issues, and direct inquiries to staff
- Reduced time for order fulfillment by recommending and initiating new inventory system
- Monitor library and respond to student inquiries about online and print resources

### **Wait Staff, Bartender & Tufts Dining Services**

- Manage dinner operations which serve more than 600 customers nightly
- Supervise and train staff; manage scheduling for two shifts
- Oversee closing procedures including transferring all cash to safe
- Generate positive feedback from customers, resulting in favorable reviews by management
- Promoted from Bar Back to Bartender based on performance and dependability
- Collaborate with team of servers for catered events involving up to 500 guests

### **Sales & Customer Service**

- Increased sales by analyzing customer preferences and recommending merchandise
- Recognized as 'Employee of the Week' in commission-based environment
- Manage cash transactions, process sales returns, and restock inventory
- Train new employees, track inventory, and respond to customer inquiries

### **Camp Counseling, Classroom Assistance & Childcare**

- Planned and led educational, social, and athletic activities for children
- Supervised pre-school children, organized group activities, communicated with parents
- Create calendars, charts, bulletin boards, and other classroom visuals
- Coach child with special needs to develop math, English, and social skills

### **Resident Assistant (RA)**

- Manage dormitory residence of 30 freshmen; counsel students and resolve conflicts
- Design and implement programming for up to 250 students
- Lead weekly meetings and community-building activities

### **Small Business & Entrepreneurial Ventures**

- Conceived and established organization to promote green initiatives on campus
- Launched t-shirt company and built sales using social media and special events
- Expand business by generating referrals from existing clients
- Advise management on use of social media to target new markets

## ACTION VERBS

### Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

### Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

### Creative Skills

acted	developed	illustrated	introduced	planned	
conceptualized	directed	innovated	invented	revitalized	
created	established	instituted	originated	shaped	
designed	founded	integrated	performed		

### Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

### Helping Skills

assessed	counseled	educated	familiarized	rehabilitated	
clarified	demonstrated	expedited	guided	represented	
coached	diagnosed	facilitated	referred		

### Management Skills

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

### Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

### Teaching Skills

adapted	communicated	encouraged	guided	persuaded	
advised	coordinated	evaluated	informed	set goals	
clarified	developed	explained	initiated	stimulated	
coached	enabled	facilitated	instructed		

### Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

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# Name

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Current Address • Phone number  
Home Address • Tufts email

## EDUCATION

**Tufts University**, Medford, MA

Bachelor of Science in Chemical Engineering, expected May xxxx

GPA: 3.67, Dean's List

## RELEVANT COURSES

Biomechanics and Materials in Medicine, Gourmet Engineering, Chemistry/Physical Chemistry, Biology, Materials Science, Thermodynamics and Process Calculations, Health Care in America

## RESEARCH EXPERIENCE

**Villanova Summer Research Institute**, Villanova, PA

*Researcher*, June xxxx- August xxxx

- Performed epidemiological and population biology research on HIV and Malaria co-infection
- Gained extensive experience in computer visualization and data analysis
- Created PowerPoint presentations to convey research results and presented to laboratory managers

## WORK EXPERIENCE

**Alexander's Twin Pharmacy**, Cambridge, MA

*Pharmacy Technician and Graphic Designer*, June xxxx-August xxxx

- Developed website for infertility medication information
- Designed specialty sales brochures and created labels for compounded medications
- Filled prescriptions and compounded medications

**Office of New Jersey State Representative Gary Guear**, Hamilton, NJ

*Intern and Speech Writer*, February-April xxxx

- Researched and wrote speeches for Representative Guear to give on House floor and at press conferences
- Organized and managed Cell Phones for Seniors Program

## ACTIVITIES

**Massachusetts Water Watch**, *Volunteer*, Dates

- Educate community about Mystic Valley River System's water problems; test water for pollutants

**International Society for Pharmaceutical Engineers**, *Class Representative*, Dates

**American Institute of Chemical Engineers (AIChE)**, *Member*, Dates

**Tufts Dance Collective**, *Member*, Dates

## SKILLS

**Computer:** CAD, AutoCAD, VBA, JMP In (statistical analysis program), Microsoft Office

**Laboratory:** Mass Spectroscopy, SDS-PAGE, Gas Chromatography, Cell Culture, HPLC, Gene Cloning

## Sample B

Name

Address

Phone number | Tufts email

### EDUCATION

**Tufts University**, Medford, MA

Bachelor of Science in Chemical Engineering and Mathematics, May xxxx

GPA: 3.2 | Dean's List 5/8 semesters

### RELEVANT COURSEWORK

Biotechnology Engineering, Organic Chemistry, Intro to Biomedical Engineering, Chemistry/Physical Chemistry, Cells & Organisms, Structure & Strength of Materials, Applications of Mathematics & Software to Chemical Engineering (MATLAB), Fluid Mechanics, Thermodynamics & Process Calculations, Computer Engineering/Graphics, Quantum Mechanics, Real Analysis, Calculus-Based Physics, Intro to Electrical Systems, Linear Algebra, Calculus/Multivariable Calculus, Differential Equations

### WORK EXPERIENCE

**Tufts University Math Department** | Medford, MA | Date-Present

- Prepare assignments for professors of numerous calculus classes, and grade homework

**Gibbons Middle School** | Westborough, MA | Dates

*Substitute Teacher for science, English, ESL, Spanish, and music classes*

- Translated science and English study material for Spanish/Portuguese students still learning the English language

**Lincoln-Sudbury Regional and Westborough Public Schools** | Boston Area, MA | Dates

*Math Tutor for AB/BC Calculus, Pre-Calculus, Multivariable Calculus, Algebra II, Algebra I, Pre-Algebra, SAT I/IC/IIC, and ACT*

**Tufts Student Resources** | Medford, MA | Dates

- Supervised operations of "The Rez," non-profit, student-run organization on Tufts University campus
- Trained new workers in using equipment and interacting with customers

**Alpha Omicron Pi Leader's Council** | Medford, MA | Dates

*Vice President of Education and Chapter Relations Representative*

- Managed educational sessions, forums, and events for AOII members to attend at Tufts University and around Boston Area
- Organized calendar of events for AOII National Board

**Natick Mall** | Framingham, MA | Dates

*Express Sales Associate, Lead all sales associates in opening credit card accounts*

### COMMUNITY SERVICE

**Fundraising America** | Medford, MA | Dates

- Organized and headed tribute fundraising event to help raise over \$7,000, enabling participation of 100 students in the "American Foundation for Suicide Prevention's Out of the Darkness Overnight Walk" in New York City

**Tufts University Pre-Medical Society** | Medford, MA | Dates

- Edited application essays for students of Tufts University applying to medical school

**Children's Hospital Boston – Miles for Miracles** | Boston, MA | Dates

- Ran 2006 Boston Marathon, raising over \$500 for Children's Hospital in Boston

**Towns of Washington and Quincy** | Quincy, MA | Dates

- Sang in Community Sing with other community adults and Washington-Quincy Regional High School Concert Choir

### ACTIVITIES

Tufts Math Society | Represent Tufts University in the 200X PUTNAM Competition, nation-wide math competition

Society of Women Engineers (SWE) | Active in advertising and building community among the engineering women at Tufts

Tufts Burlesque Troupe (TBT) & Tufts Dance Collective (TDC) | *Leading Soloist & Choreographer*

American Institute of Chemical Engineers (AIChE) | *Member*

## Sample C

### Name

Tufts email

Address, Phone number

www.YourNamePortfolio.com

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<b>Education</b>	<b>Tufts University</b> , Medford, MA Bachelor of Science in Computer Engineering, May xxxx Minor: Philosophy GPA 3.75, Dean's List all semesters
<b>Skills</b>	<b>Software:</b> MS Office, AutoCAD 14, Sigma Plot <b>Programming Languages:</b> C, C++, Basic, HTML, JavaScript, Perl, Motif, CGI <b>Languages:</b> Proficient in Spanish
<b>Relevant Coursework</b>	Data Structures in C++ Multimedia Programming in HTML, JavaScript, Perl. and CGI Object Oriented Programming in C++ and Motif Differential Equations
<b>Experience</b>	<b>Tufts University EECS Department</b> , Medford, MA <i>Teaching Assistant</i> , September xxxx -Present <ul style="list-style-type: none"><li>• Grade homework for Introduction to C Programming</li><li>• Teach computer laboratories for beginning programming students</li><li>• Provide individual assistance with class projects during open office hours</li></ul> <b>NZ Applied Technology</b> , Woburn, MA <i>Laboratory Research Assistant</i> , Dates <ul style="list-style-type: none"><li>• Grew thin ferroelectric films of varying composition on crystal substrates</li><li>• Tested materials for electro-optic properties using a 632.8nm He-Ne laser</li><li>• Processed and analyzed information and prepared report for publication</li><li>• Programmed Visual BASIC modules for data analysis</li></ul> <b>Circuit City</b> , Framingham, MA <i>Customer Service Associate</i> , Dates <ul style="list-style-type: none"><li>• Handled complaints as an intermediary between customers and management</li><li>• Processed credit applications</li></ul>
<b>Activities</b>	<b>Tau Beta Pi</b> , <i>Vice-President</i> , Dates <ul style="list-style-type: none"><li>• Organized technical writing seminar for 35 members</li></ul> <b>Tufts University</b> , <i>Unix Systems Administrator</i> , Dates <b>Institution of Industrial Electronics Engineering</b> , <i>Member</i>
<b>Publication</b>	<i>Structural and Electro- Optic Properties in Lead Magnesium Niobate Titanate Thin Films</i> , submitted for publication to the <u>Journal of Applied Physics</u> in December xxxx

## Sample D

### Name

Address • Phone number • Tufts email

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### Objective

An internship working in development, design, implementation or monitoring of alternative stormwater and/or wastewater treatment projects.

### Education

**Tufts University**, Medford, MA

Bachelor of Science in Environmental Engineering, May xxxx

GPA: 3.2

*Relevant coursework:* Environment and Technology; Applied Mechanics-Statics; Calculus; Chemical Principles

**Ridgedale High School**, Ridgedale, NJ, June xxxx

National Honor Society, *President*

### Experience

**Earthwatch**, Medford, MA, Jan.-May xxxx

*Campus Ambassador*

- Coordinated logistics for campus environmental awareness events
- Videotaped campus speakers for use on website

**WBZ-TV Boston**, Boston, MA, May-Aug. xxxx

*Assistant*

- Contributed to project entitled, “Super Construction/Reengineering”
- Observed newsroom activities, including the writing and editing of stories
- Reviewed page layout under supervision of head engineer

**South Shore Music Circus**, Quincy, MA, Dates

*Secretary, Waiter*

- Provided telephone and administrative support to staff and consumers
- Organized orders to ensure fast delivery; provided excellent customer service

**Joe’s Restaurant**, Ridgedale, NJ, Dates

*Server*

- Adapted to individual personalities to assure customer satisfaction
- Interacted with owner and staff to produce quality team work

### Computer Skills

Microsoft Office; C++

### Activities

**Engineers Without Borders**, Sept. XXXX -Present

**Ridgedale High School**, *Yearbook Committee*, Dates

**Ridgedale High School Math Society**, *Competitive Member*, Dates

**Ridgedale Community Services**, *Volunteer*, Dates



## Sample E

### Name

Address • Phone number • Tufts email

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#### EDUCATION

**Tufts University**, Medford, MA

Bachelor of Science in Electrical Engineering expected May xxxx

Minor: English Literature

GPA: 3.2/4.0, Dean's List, Henry J. Leir Memorial Scholarship

**University College London**, London, England

Concentration: Electrical Engineering, Dates

#### SKILLS

**Programming Languages:** Assembly, C++, Visual Basic, Avenue

**Software:** Matlab, AutoCAD, Arcview

#### RELEVANT COURSEWORK

Microprocessors, Data Structures, Feedback Control Systems, Digital Signal Processing, Fields and Waves, Communication Systems

#### PROJECTS

**Hybrid Racecar Low Voltage Electronics**, Sept.XXXX - present

- Scope viability of 3 different electrical designs to assess most effective implementation

**Robotics Academy- Search and Rescue Robots**, Sept. XXXX –May XXXX

- Developed microprocessor controls for robots working together to find location
- Collaborated with child development and mechanical engineering students to create robots to use as teaching materials for K-12 engineering education

#### EXPERIENCE

**Minimax Corporation**, St. Paul, MN

*Intern- ScadaCam Development Department*, Dates

- Converted microprocessor controls from prototype version to completed set of controls which will be installed in Arizona and Brazil next year
- Updated embedded 6811 code driving a remotely controlled camera by adding resting pulse width modulation and slow speed positional smoothing interrupts, position query, stop command, temperature averaging, and communications protocol

**Jumpstart**, Boston, MA

*Americorps Member*, Dates

- Led classroom activities and curriculum planning meetings with team of ten peers
- Developed innovative ways to communicate with Cantonese and Spanish speaking children

**Maier Engineering Inc.**, St. Paul, MN

*Intern – Geographic Information Systems Department*, Dates

- Prepared GIS maps for electric utility clients using Arcview
- Reorganized server filing system by streamlining folder naming conventions for greater ease in project management
- Redesigned CAD spec sheets fixing errors caused by multiple authorship

#### ACTIVITIES

IEEE, Jan. XXXX – Present, SWE, Sept. XXXX- Present, Tufts Corale, Jan XXXX - Present

Formula Hybrid Team, Jan. XXXX – May XXXX, math tutor, Sept XXXX – May XXXX

## Sample F

### Name

Address, Phone number, Tufts email

#### EDUCATION

**Tufts University**, Medford, MA  
Bachelor of Science in Electrical Engineering/Biomedical Engineering, May xxxx  
Minor: English  
GPA 3.53, Dean's List

#### COMPUTER SKILLS

**Software:** Microsoft Office XP, AutoCAD (3D modeling and design), MS Excel, MS PowerPoint, MS Word, Scanning, Writing/Creating CDs  
**Programming Languages:** Visual Basic, C++, Very High Speed Integrated Circuit Hardware Description Language (VHDL), Register Transfer Language (RTL), Machine Assembly Language with the Motorola 68HC11 and 68HC12 Microprocessor Chips

#### RELEVANT COURSES & PROJECTS

Electromagnetic Field and Wave Theory (with lab), Math of Linear Systems, Microprocessor Architecture and Applications (with lab), Introduction to Analog/Digital Electronics(with lab), Biomedical Engineering I

#### **Bose Speaker Design Project**, First Place Design

- Designed, as part of team, winning speaker based on loudness, clarity and range of frequencies
- Used materials including wood, paper, plastic, rubber, magnets, and copper wire
- Consulted with a professional electrical engineer

#### **Electronic Musical Instrument**

- Designed and built an electronic musical instrument with two other teammates
- Programmed computer to interpret the signals based on colors pressed by musician

#### EXPERIENCE

**Stevenson Lumber Co.**, Stevenson, CT Dates  
*Yard Helper/Delivery Truck Driver*

- Promoted to delivery truck driver from yard helper after 6 weeks based on performance and dependability

**River Restaurant**, Derby, CT Dates  
*Waiter/Bar Back*

- Interacted with wait staff and bartenders to produce quality teamwork and open communication during peak business hours
- Demonstrated adaptability to high pressure environment with strict time constraints

#### VOLUNTEER ACTIVITIES

**Kid's Day**, Tufts University Spring xxxx  
**Toys for Tots**, Tufts University Fall xxxx  
**Big Brother/Big Sister**, Boston, MA Fall xxxx  
**No Homer's Club, Dodge Ball Benefit Game**, Tufts University Spring xxxx

#### ATHLETICS

**Tufts University Varsity Football** Dates

- Selected to NESCAC All-Academic Team
- Selected to NESCAC First Team Special Teams
- Selected to All NESCAC Second Team Defensive Back

**Tufts University Varsity Track** Dates

#### INTERESTS

Snowboarding, Skiing, Hiking, Basketball, Golf, and Cooking

## Sample G

### Name

Address • Phone number • Tufts email

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**Education**      **Tufts University**, Medford, MA  
Bachelor of Science in Civil Engineering, expected May xxxx  
Minor in Engineering Management

**Honors**            Jackie Robinson Foundation Scholar  
Balfour Scholar

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**Experience**      **Gilbane Building Company**, New Haven, CT  
*Engineering Clerk/Intern*, Dates

- Prepare graphs, maps, and exhibits to support project engineers and program managers who represented the City of New Haven during the building of public schools

**Tufts University Admissions**, Medford, MA  
*Program Coordinator*, Dates

- Coordinated a large 2–3 day program encouraging visiting prospective students to apply and enroll at Tufts

**Tufts University Development**, Medford, MA  
*Donations Specialist*, Dates

- Contacted alumni and friends of Tufts about contributing donations for Telefund project

**Unilever Home and Personal Care-North America**, Clinton, CT  
*Transportation Administrator*, Dates

- Arranged the shipping of Unilever products, resolved product transportation issues
- Contributed as an active member of a high performance work team

**Vector Marketing Corporation**, Hamden, CT  
*Sales Representative*, Dates

- Sold \$5,000 of cutlery; scheduled sales appointments by networking

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**Professional Affiliations**      American Society of Civil Engineers (ASCE), Student Member, Dates  
National Society of Black Engineers (NSBE), Student Member, Dates  
Boston Society of Civil Engineers Section (BSCES), Student Member, Dates

**Leadership**            Black Men’s Group  
*President*, Dates, *Senior Class Representative*, Dates

- Organized first ever meeting with similar groups from 5 other area schools

**Community Service**      Habitat for Humanity, Dates

- Participated in house building project in New Orleans after Hurricane Katrina

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**Computer Skills**            **General Programs:** Visual Basic Analysis (VBA), AutoCAD and MathCAD  
**Geotechnical engineering programs:** Stress and BCAF  
**Structural engineering program:** Visual Analysis  
**Programming Language:** C++

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**Interests**            Basketball, football, rugby, baseball; movies and television (comedy and drama); music (Hip Hop and R&B); environmental conservation; and supporting positive social change

## Sample H

### Name

Tufts email  
Address, Phone number

### EDUCATION

**Tufts University** Medford, MA

Bachelor of Science in Mechanical Engineering, expected graduation May xxxx

**University of Canterbury**, New Zealand

Study Abroad Program, Materials Concentration January xxxx – June xxxx

### RELEVANT COURSES

Engineering Materials, Applied Mathematics for Engineers, Modern Quality Control, System Dynamics and Controls, Instruments and Experiments, Fluid Mechanics, Dynamics and Vibrations, Machine Design, Thermodynamics, Strength of Materials Technical Writing, Entrepreneurial Leadership

### COMPUTER SKILLS

Keynote, AutoCAD, Lab View, Microsoft Office, ClarisWorks, iMic

### RELEVANT PROJECTS AND RESEARCH

**Tufts University, Microhardness Indentation Testing**, Medford, MA

*Undergraduate Researcher*, September xxxx-present

- Prepared and performed Knoop and Vickers Test on samples of Epoxy and *C. fornicata* snail shell

**Tufts University Senior Design Competition**, Medford, MA

*Testing Technician*, December xxxx

- Volunteered to test the senior design project of Senior Mechanical Engineer
- Designed and implemented tests to check quality and usability of litter suspension system

**Mechanical Engineering Project Work**, Medford, MA

*Assistant*, September - December xxxx

- Machined parts for and assembled Air Motor; designed Lab View program to test efficiency of Air Motor
- Designed and constructed a violin
- Constructed Piezo Film and pressure sensors to collect data from African drums
- Created a dummy drum to play multiple parts at once using data and sensors

### EXPERIENCE

**Tufts University Center for Engineering Educational Outreach**, Medford, MA

*Undergraduate Fellow/LEGO Camp Counselor*, May - August xxxx

- Guided individual project construction and Introduction to Engineering Design Process
- Developed curriculum and prototyping for World's Smallest Steamboat

**B'nai B'rith Beber Camp**, Mukwonago, WI

*Camp Counselor*, July – August xxxx

- Organized three day and one day camping trips for 20 campers aged 12-16
- Promoted a safe and enjoyable environment for all campers

### AWARDS AND RECOGNITION

FIRST Robotics Competition, September xxxx – June xxxx

- Competed in US National Championships, Epcot Center, Florida

Patent Application for "Wind-Propelled Skateboard", Dates

- Co-invented and co-built prototypes

### ACTIVITIES

Tufts University Robotics Academy, *member*, December xxxx - Present

Race Across Campus, 2nd Place, February xxxx

## SAMPLE LIST OF REFERENCES

### NAME

Current/School Address ▪ City, State, Zip ▪ Phone number ▪ Email

### REFERENCES

Mr. George Smith  
Senior Engineer  
ABC Company  
540 Lexington St.  
Waltham, MA 02542  
781.555.6117  
gsmith@abc.com

Mr. Smith supervised my employment for two years at ABC Company.

Dr. Carla Johnson  
Department of Chemical Engineering  
Tufts University  
Medford, MA 02155  
617.555.2307  
Carla.Johnson@tufts.edu

Dr. Johnson is my Academic Advisor at Tufts University, where she guides me in making decisions about my major course of study and projects.

Ms. Gale Mitchell  
Training Supervisor  
XYZ Company  
49 Brattle St  
Cambridge, MA 02138  
617.555.2222  
gmitchell@xyz.com

Ms. Mitchell was my manager at XYZ Company, and she can best describe my program management experience.

*Use the same name/address heading that you have on your resume for your list of references.*

*Always list a telephone number as it is most likely that your references will want to discuss your previous performance in a phone call.*

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### WHAT IS A “LIST OF REFERENCES” & WHEN WILL I NEED ONE?

- Most employers will ask for “references,” which entail a phone conversation with someone who knows your work. In some instances, employers may require written recommendations and will specify this in their job posting.
- Be ready to offer three references from current or former employers, professors who have taught one or more of your courses, and others who have supervised or worked with you in a **professional context**. Do not list family members, neighbors, friends and other personal contacts unless they have supervised your work in a professional or academic setting.
- Check with your references *before* you give their contact info to a prospective employer. Provide them with a copy of your resume, a job description, and the highlights of your work with them that are relevant to the new position.
- Use the same name/address heading as you do on your resume in case it gets separated from your resume and the same color/quality paper for the reference sheet if submitting in hard copy.