Engineering Resume Checklist

1. Format
- ☐ Easy to scan and follow; your reader should not have to search hard to find information
- ☐ Concise (**one page**)
- ☐ ½" to 1" margins all the way around page
- ☐ 8.5 x 11 resume paper
- ☐ No colors or flashy font styles (font size can be 10 – 12 point)
- ☐ Looks professional & aesthetically pleasing

2. Heading
- ☐ Name is centered and largest font on the page (16-18 recommended)
- ☐ Can list both current address and permanent address (centered if you only use one)
- ☐ Phone number and professional or school e-mail address
- ☐ LinkedIn personalized URL (if you have a complete profile)
- ☐ Personal website if it is professional & presentable

3. Objective (Optional)
- ☐ If using an objective, it needs to be specific
- ☐ States the type of job/industry you are seeking, when, and geographic location
- ☐ Avoid pronouns

4. Education
- ☐ Only schools from which you received degrees are listed
- ☐ Graduate school is listed first (if applicable)
- ☐ Degree(s) are spelled out (not abbreviated)
- ☐ Major(s), Focus Area (s), and minor(s)
- ☐ Graduation month and year is included
- ☐ You should include your GPA if over 3.0, can include it if less than 3.0, but be prepared to chat about it

5. Skills
- ☐ List software, programming languages, & foreign languages (fluent, conversational)
  - o Looking for familiarity; you don't need to be an expert
- ☐ Can alphabetize or list my importance or relevance

6. Industry / Engineering Experience
- ☐ Include internships and co-ops (#1 on resume to employers)
- ☐ Jobs/internships are listed in reverse chronological order (most recent is first)
- ☐ Month and year started and ended are included ("present" if still working; Seasons are not used)
- ☐ Include the city and state of the job location

- ☐ Include your job or internship title
- ☐ List major achievements and skills developed/displayed in bullet point format
- ☐ Start each statement with an action verb trying to vary each verb
  Bullet point formula: "Action verb + Task + Result"
- ☐ Utilize numbers and metrics when appropriate
  Percentages and numbers can add clarity & value
  "which resulted in a cost savings of $1,500"

7. Engineering Projects
- ☐ Share your most meaningful projects whether they are group or individual projects
- ☐ It is appropriate to highlight 2-3 engineering projects

8. Campus Involvement
- ☐ Name of organization and leadership positions you hold or have held
- ☐ List bullet points under leadership roles

9. Volunteer Experience
- ☐ Name of organization, role, and bullet points describing what you have done

10. Study Abroad Experience
- ☐ Include location, school, and dates
- ☐ List or describe courses studied in bullet point format
- ☐ Describe any relevant projects in bullet point format

11. Relevant Coursework (Optional)
- ☐ Courses relevant to the job are listed (not just in your major)
- ☐ No need to list ALL courses, this is not your transcript
- ☐ Spell out the name and subject of the course, not the course number

12. Honors and Awards
- ☐ Name of honor/award is included (little or no description is needed)
- ☐ Scholarships are included
- ☐ Dean's list is included (3.7/4.0), # of semesters

Other Section Headers to Consider: Licensures, Certifications, Job Shadowing, Personal Projects (for example, "I built my computer", Achievements, Professional Associations

* References
- ☐ Are listed on a separate sheet of paper
- ☐ Do NOT include "References available upon request" on resume

IOWA | ENGINEERING

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Herky Hawk

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https://www.linkedin.com/in/herky-hawk

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EDUCATION

University of Iowa │Iowa City, IA   *Bachelor of Science in Engineering*   **May 20XX**
Major: Electrical and Computer Engineering   GPA: 3.42/4.00

Relevant Coursework: Data Structures, Software Design, Programming Language Concepts, Modern Databases, Communication Networks, Operating Systems, Internet of Things, and Embedded Systems

TECHNICAL SKILLS

- C++ (Intermediate)
- Access Database
- Solidworks
- Java (Intermediate)
- Excel
- Creo
- MatLab (Intermediate)
- R (Basic)
- LaserWorks

ENGINEERING EXPERIENCE

Software Developer │College of Engineering, Iowa City, IA   August 20XX - Present
- Contributed to MONAI, an open-source framework for deep learning in healthcare imaging (Python)

Software Engineer Intern │Grace Technologies, Davenport, IA   May 20XX - August 20XX
- Completed distributor locator map widget for corporate site (backend: C#, SQL -frontend: TypeScript)
- Designed parsing software to dynamically generate product descriptions (C#, SQL)
- Communicated with engineering, sales, and marketing departments to reach desired vision

ENGINEERING PROJECTS

Design for Manufacturing │Creo Modeling   August 20XX - December 20XX
- Created toy brick models in Creo and exported machine files with team of 7 members
- Operated CNC Lathe machine and injection molding machine to produce plastic toy bricks

Information and Systems Design │Website Building and Design   January 20XX - May 20XX
- Learned various coding languages including HTML, CSS, and PHP
- Collaborated with three students to design and implement a service website for online shopping

LEADERSHIP EXPERIENCE

The University of Iowa, College of Engineering
Undergraduate Teaching Assistant │Internet of Things   August 20XX - Present
- Provide insight, lead discussions, and troubleshoot technical problems
- Aid professors with facilitation of classes containing upwards of 375 students

Engineering Student Ambassador │Office of Recruitment & Outreach   August 20XX - June 20XX
- Led tours and offered information to prospective students and families
- Coordinated and presented the electrical and computer engineering info session for large visit events

Vice President │National Society of Black Engineers   April 2019 – May 2020
- Coordinated chapter's social media engagement, which included utilizing LinkedIn to showcase member's successes in research, internships, and full-time jobs
- Planned and implemented Black Girls Do Science with three executive board members, an annual large-scale event that invites underrepresented girls from all over the state to pursue STEM

ACTIVITIES & RECOGNITION

- Theta Tau Member
- IEEE Secretary
- Dean's List (x4)
- Old Gold Scholarship Recipient

VANESSA HAWKEYE

(319) 123-4567 | Vanessa-Hawkeye@gmail.com
www.linkedin.com/in/vHawkeyes.com

EDUCATION

University of Iowa   **Iowa City, IA**   **May 20XX**
Bachelor of Science in Engineering   Overall GPA: 3.34 / 4.00
MAJOR: Industrial Engineering   Focus Area: Big Data Analytics   Major GPA: 3.60 / 4.00

TECHNICAL SKILLS

- AutoCAD
- C++
- PTC Creo
- Google Suite
- Lean Manufacturing
- Microsoft Office Suite
- Pro Engineer
- SketchUp
- SolidWorks

INDUSTRY EXPERIENCE

Collins Aerospace   **Cedar Rapids, IA**   **May 20XX – Dec. 20XX**
Industrial Engineering Co-op

- Directed a layout redesign project worth $250K for the expansion of two product lines in a 35,000 ft^2 facility
- Managed a continuous improvement project reducing build time for 15+ assembly designs using SAP
- Led weekly meetings with professional engineers to optimize all layout moves to increase growth rate of an Integrated Product Team (IPT)
- Reduced assembly time by 8% using various diagrams to aid decisions in layout of machines and stations
- Analyzed inventory costs and implemented alternative designs, resulting in a savings of $60K
- Designed and 3D printed new fixtures using SolidWorks for circuit boards to aid operators in repair and testing

University of Iowa Hospital & Clinics   **Iowa City, IA**   **Sep. 20XX – May 20XX**
Senior Design Project Consultant

- Consulted for a team of radiologists to optimize patient schedules and alleviate bottlenecks in the Positron Emission Tomography (PET) Department
- Analyzed the flow of 400+ patients by creating time studies and fit distribution using analysis software
- Lobbied for additional patient prep rooms by presenting findings to Hospital Administration
- Designed a website using HTML to grant liaisons access to the project data

RESEARCH EXPERIENCE

Additive Manufacturing-Integrated Lab   **Iowa City, IA**   **Sep. 20XX – May 20XX**
Undergraduate Researcher

- Collaborated with College of Dentistry to brainstorm current 3D printing plans for synthetic bone designs
- Researched and worked with three PhD students to improve efficiency of existing 3D printers
- Printed and analyzed 150+ microscopic shapes to determine the efficiency and quality of the 3D printed results
- Tested the viscosity and coating thickness of a printing material using digital projection techniques

CAMPUS LEADERSHIP & INVOLVMENT

SpaceX Hyperloop Design Competition   **Chicago, IL**   **Jan. 20XX – May 20XX**

- Selected as one out of 1000 entries to compete amongst 150 teams in Design Weekend at Texas A&M
- Collaborated in a team of 16 to design several possible solutions for the hypothetical design of a hyperloop

Society of Women Engineers   **Iowa City, IA**   **Sep. 20XX – May 20XX**

- Served as treasurer for one academic year and monitored the organization's overall finances
- Collaborated with the executive board to host networking events and employer visits to weekly and monthly meetings

Arnold Gold

Current Address:	(319) 765-4321	Permanent Address:
100 Development Dr.	A-Gold@uiowa.edu	201 Professional Pkwy
Iowa City, IA 52242		Des Moines, IA 20047

Education

The University of Iowa, Iowa City, IA   **Aug. 20XX - Present**
Bachelor of Science in Engineering   Major GPA: 3.7/4.0
Major: Biomedical Engineering, Focus in Cellular Engineering   Overall GPA: 3.1/4.0

Engineering Experience

Boston Scientific, Marlborough, MA   **Jan. 20XX-Present**
Research & Development Engineer Co-op
- Collaborate in a team of four to conduct research on Endoscopy materials
- Test and study new materials to improve the functionality of an endoscope with the goal to reduce costs and improve efficiency
- Provide materials testing support for various projects throughout all company departments such as radiology, cardiology, and vascular surgery

Department of Internal Medicine, UIHC, Iowa City, IA   **May 20XX-Aug. 20XX**
Clinical Research Intern
- Researched applying everyday technology to improve the prevention and treatment of disease, with projects varying from diabetic foot ulcer imaging software to a Fitbit-based racing application to encourage exercise
- Collaborated in a research group of 12 assorted stakeholders which included doctors, nurses, and researchers to streamline the department workflow

Skills

• ACD/ChemSketch	• ImageJ	• MATLAB
• C++	• LabVIEW	• Microsoft Office Suite
• Creo Parametric	• Mathmatica	• SilverStripe

Other Experience

University of Iowa, Iowa City, IA   **Jan. 20XX-Present**
College of Engineering Student Ambassador
- Meet with prospective students and their families to provide student insight into engineering at the University of Iowa
- Attend and assist with admissions events such as Hawkeye Visit and Engineering days, helping coordinate activities and speaking with prospective students

Leadership & Involvement

University of Iowa Hospitals & Clinics, Iowa City, IA   **Jan. 20XX-May 20XX**
Volunteer
- Volunteered in Gastrointestinal Surgery, Transplant & Trauma Inpatient Unit, and Burn Trauma Unit
- Supported doctors and nurses with patient care and other administrative tasks such as stocking supplies, cleaning rooms, and transporting patients

Relevant Coursework

• Medical Device Design	• Medical Imaging Physics	• Market Analytics