

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)
 - Looking for familiarity; you don't need to be an expert
- Can alphabetize or list by 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

Herky Hawk

Herky-hawk@uiowa.edu • 319-555-555
301 N Clinton St, Iowa City, IA 52242

Education

The University of Iowa | Iowa City, IA

Anticipated May 2024

B.S.E Electrical Engineering

Cumulative GPA: 3.72/4.00

Davenport West High School | Davenport, IA

Graduated May 2020

GPA: 3.90/4.00

Work Experience

Web Intern

September 2018 – Present

University of Iowa College of Engineering / Iowa City, IA

- Meet with engineering faculty and staff to create custom and engaging website content
- Edit and format the website for the College of Engineering using Drupal software
- Design visually appealing and informational content to spark interest for potential students in STEM

Summer Hand

May 2017 – August 2017

Gregg Hora Farms | Fort Dodge, IA

- Performed daily repairs and maintenance on farm vehicles, equipment, and structures
- Cared for and raised approximately 10,000 hogs across three confinement sites
- Deconstructed, salvaged, and repurposed valuable material from a storm-ravaged barn
- Mowed and trimmed lawns and ditches regularly at seven farm properties

Leadership and Volunteer Experience

Secretary

January 2019 – December 2019

Chi Omega Women's Fraternity | Iowa City, IA

- Recorded minutes of weekly chapter and executive board meetings
- Logged attendance records for over 150 chapter members at all organized events
- Held membership meetings with those members no longer in good standing

Let Me Run Wellness Program

March 2018 – May 2018

Horn Elementary School | Iowa City, IA

- Coached approximately fifteen 4th grade boys at weekly practices
- Led lessons on physical health, confidence, self-expression, and respect for others
- Demonstrated and taught proper running and stretching form

Activities/Recognition

The Iowa Initiative for Artificial Intelligence (IIAI) Student Member

May 2020 - Present

National Honors Society Member

August 2018 – April 20XX

1st Place in Software Design Class Competition (out of 26 teams)

December 2019

Sons of the American Revolution Outstanding Citizenship Award.

March 2017

Herky Hawk

Herky-hawk@uiowa.edu • 319-555-555
301 N Clinton St, Iowa City, IA 52242

Education

The University of Iowa, Iowa City, IA
B.S.E Mechanical Engineering

Anticipated May 2025
Cumulative GPA: 3.72/4.00

Plainfield Central High School, Plainfield, IL

Graduated May 2021
GPA: 3.90/4.00

Work Experience

Salesperson

Sept 2020-Present

Chick-fil-a, Joliet, IL

- Assist up to 100 customers per shift in selection of items to ensure satisfaction
- Promote new menu items to customers in effort to increase sales
- Resolve customer complaints by effectively communicating
- Collaborate with a team of five to complete orders in a timely manner
- Prepare meals utilizing company quality control guidelines

Babysitter

Aug 2019-May 2021

Private Residence, Minooka, IL

- Provided care, safety, and nutrition for up to four children at a time ages 0-14
- Demonstrated ability to handle emergency situations effectively
- Determined and implemented wide range of activities for different age levels
- Tutored children on various topics and aided them in completing school assignments

Leadership Experience

Band 1st Chair

Aug 2020- May 2021

West High School Marching

- Led section of 10 students in learning songs and perfecting technique
- Provided assistance in developing music skills for fellow students

Vice President

Aug 2020- Apr 2021

National Honors Society

- Organized social events for over 100 members
- Planned fundraising events resulting in over \$3,000 donated to charities
- Led meetings by preparing an agenda in advance and keeping students engaged

Additional Activities and Awards

- General SWE Member
- Plainfield Central Honor Roll (X8)
- Old Gold Scholarship Recipient
- Illinois State Scholar