



**Resume Building**  
*With Bianca Portal*  
*and Dr. Youssef*



**Except me...**

**Is an engineering  
resume “different?”**

**Yes! In a way...**

**1. Technical Skills**

- Softwares
- Languages
- Engineering concepts/models

**2. Engineering Projects**

- Group projects
- Lab work
- Student organization projects
- Side projects

# Core Components

## Core

- ◉ Education
- ◉ Skills
- ◉ Projects
- ◉ Professional Experience

## Optional

- ◉ Summary
- ◉ Awards/Achievements
- ◉ Leadership
- ◉ Volunteer Experience

# Education

- ◉ Focus is your college education.
- ◉ Remove high school unless there is a special reason to include it
  - (Engineering Program at your high school, Exceptionally high achieving, etc.)
- ◉ Include an Expected Graduation date
- ◉ If you are proud of your GPA, include your GPA

# Skills

- Include Professional skills AND Technical Skills
- Professional Skills
  - Public Speaking, Training, Project Management, Team Leadership
- Technical Skills
  - AutoCAD, Creo, MATLAB, ArchGIS, Mills/Lathes/Water Jet, Surveying, Data Analysis, Advanced Excel,
- Scan Job Description: Add any skills not included (and true)
- \*Order is important\*
- You do not need to be an expert to include a skill on your resume

# Projects

- You don't need to be done with a project to include it on your resume.
- Big (ex. senior design project) and Small (lab work) projects can both be added to your resume.
- Include 2 things:
  - An overview of what you set out to do or create.
  - How you did it, including the technical components.

## Example:

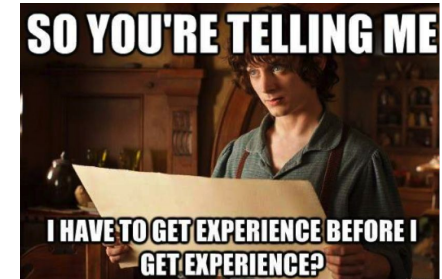
### Engineering Projects

**DBF Plane:** Working with other engineering students to design, build, and fly a remote controlled airplane that will compete in an annual competition with other universities. Utilize tools including SolidWorks and a 3D printer to design and create our plane.



# Experience

- Professional Experience > Work Experience
- Either paid or unpaid
- Can be gained from a job, student organization (leadership), volunteer position, etc.
- Focus on accomplishments over responsibility.
- Start with an action verb



**“Responsible for social media accounts”**

**vs.**

**“Effectively strategized, developed and posted all social media content; Increased engagement by 10% in 2019”**

## 8 Final Tips

**Give your resume a once over and make sure that you have considered the following 8 things!**

1. Numbers add credibility
  - Budget, Team numbers, Percentages.
2. White space is your friend. Think bullet points.
3. Reverse Chronological unless you have a special reason otherwise
4. Study Job Description
  - Highlight applicable skills & keywords.
5. Shoot for one
  - a second page if you have enough to warrant (think good book!)
6. Include a personalized hyperlink to your LinkedIn profile
7. Save as your first and last name & year
8. Send out as a pdf version



# Boost Your Resume

Peer review  
Bianca Portal approval  
Dr. Youssef approval