

RESUMÉ—Professional BS Resumé Sample

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OBJECTIVE

Professional position in manufacturing or maintenance engineering.
Special interests in mechanical structural analysis and design.

EDUCATION

University of Wisconsin-Madison
B.S. Engineering Mechanics, expected May 20XX

- Major GPA 3.17/4.0
- Cumulative GPA 2.78/4.0
- Paid 80% of all college expenses through 20 hr/wk jobs.

Academic Design Projects:

Mars Wind Machine: Completed stress and displacement analysis of Giromill airfoils. Determined most effective internal airfoil construction and material.

High Voltage Power Line Hybrid Crossarm: Developed an efficient design process. Completed stress/strain analysis for worst-case scenario; appropriate materials selection/dimension analysis.

Coursework:

Advanced Strength of Materials, Finite Elements, Mechanical Vibrations, Material Fatigue, Advanced Dynamics, Aerodynamics, Fluid Dynamics, Heat Transfer.

EXPERIENCE

Kohler Co., Kohler, WI

Co-op Engineer May–December 20XX 2 work terms

- Developed and fabricated acoustic scanning robot. Monitored exhaust emissions.
- Worked with team of multi-disciplinary engineers in sound power analysis.
- Co-presented final project to management. Earned Employee of the Month Award.

Elson Management Co., Madison, WI

Maintenance Worker/Repair Personnel, August 20XX–current

- Troubleshoot HVAC, plumbing, and electrical problems in large residential units for management firm.
- Promoted to weekend supervisor and client support manager after 2 years.
- Trained nearly 20 part-time staff in problem-solving and customer relations.
- Worked FT during summers and breaks; part-time 10-20 hrs/wk during school.

Engineering Career Services, UW-Madison

Staff Assistant, August 20XX–present

- Developed strong interpersonal and organizational skills. Worked 10 hours/week during recruiting. Assisted staff, students, and recruiters in assuring efficient campus visits.

SKILLS

Operating Systems Windows XX, NT Workstation, NT Server 4.0, Mac OS, UP-UX
Software ProEngineer, Maya, ANSYS, Adobe, AutoCAD, Access, FileMakerPro
Languages Spanish (fluent), French (somewhat proficient)

Major GPA, design projects and selected coursework supports objective and adds strength to your Education section.

ECS TIPS

Arial font style in 11 point (10-12 pt. acceptable).

- ◆ Name should be in bold face and between 14-18 pt. sizes.
- ◆ Margins should be between ¾" and 1".
- ◆ Allow enough "white space" for easy visual scanning.

List proficiencies in skill areas such as international languages.