**Sample Engineering Student**   
Widener University, Box 555, Chester, PA 19013 • (610) 555-1111 • email@widener.edu

**The goal of this tool is to give you ideas about potential sections that can be added to your resume and teach you how to articulate and format your skills and experiences. Each section should align with your unique professional and academic experiences. You can change the names and styles of the sections on your resume to align with your unique background and preferences. The resume should be one page. You can accomplish this by selecting recent and relevant experiences to include that align with your intended employer’s needs. You can list more than one experience under each section if you have more than one experience to put in each section. *Do not include any of the directions found on this document (including this paragraph) in your final resume.***

**EDUCATION**

Widener University, Chester, PA expected Month Year

***Bachelor of Science in Civil Engineering*** GPA: include if 3.0 or above

**Minor:** if applicable

**Honors:** list honors programs and any other honors or scholarships (if needed)

**Relevant Coursework:** list up to 8 courses that are relevant to your job goals, spell out the course name, don’t use course numbers, separate each course with a comma or semicolon

High School, City, State Month Year of Graduation

***High School Diploma***

*High School information is optional to include your first year. It should be removed by your second year. If included, follow format above and include only relevant information.*

**RELATED PROJECTS (**if applicable**)**

*Name of Project*, **Name of Course or Organization** Dates of the project Month Year to Month Year

* If applicable, add projects that would be of value to employers
* Each bullet should start with an action verb, explain the task you performed and impact, outcomes, or results of your work
* Add detail to each bullet point by using engineering “it” knowledge, explaining a strength, using numbers to elaborate on how you did your work (the results of your work)
* *Ex: Created output power by building a wind turbine tower with trusses for support to turn energy from the wind into a reusable electric energy source*

**WORK EXPERIENCE (if applicable)**

**Name of Company** City, State

*Your title* Dates worked

* Each bullet should start with an action verb, explain the task you performed and impact or results of your work
* Add detail to each bullet point by using numbers to elaborate and descriptive language to explain how you did your work (the results of your work)
* Copy this format again if more than one work experience
* *Ex.: Ensured safety of approximately 30 girls, ages 9 to 11 years old during outdoor activities*

**VOLUNTEER EXPERIENCE (if applicable)**

**Name of Organization** Lancaster, PA

*Volunteer Title*  May 2017 to August 2017

* Skills learned through volunteer experiences are valuable and should be included on the resume
* Highlight transferable skills such as communication, critical thinking, leadership and/or teamwork
* *Ex.: Served food to 75 homeless people as part of a 5-person team for 4 hours biweekly*

**LEADERSHIP AND ACTIVITIES (if applicable)**

*Your title,* **Widener University Football Team** September 2015 to present

* Select experiences that are recent and relevant and explain your role in the organization the purpose or selectivity of the organization; includes sports, organizations, etc; highlight transferable skills when needed
* Each bullet should start with an action verb, explain the task you performed and impact or results of your work
* Add detail to each bullet point by using numbers to elaborate and descriptive language to explain how you did your work (the results of your work)
* *Ex: Demonstrate time management skills by balancing 25 practice hours per week with academic courseload*
* *Ex: Mentor younger players to enhance team performance and encourage positive culture*

*Certificate holder,* **Oskin Leadership Institute, Widener University** September 2015 to May 2016

* *Ex: Working towards certificate by engaging in 18 leadership workshops on topics such as “Ethical Leadership” and “Adapting to Learning Styles”*

**SKILLS**

**Computer:** AutoCAD, Excel, PowerPoint, Word; include only “hard” skills; describe level of skill when appropriate; write most relevant skills first

**Language**: Intermediate Spanish, fluent Italian