**Sample Engineering Student**   
Widener University, Box 555, Chester, PA 19013 • (610) 555-1111 • sampleengineer@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 of the sections on your resume to align with your unique background. 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 Mechanical Engineering*** GPA: include if 3.0 or above

**Minor:**

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

**Highlighted Coursework:** (list up to 8 courses that are relevant to career interest; use the full name of these courses without course numbers)

High School Name, City, State June 2020

***High School Diploma*** GPA: include if 3.0 or above

**Honors:** List honors received during high school, remember, high school should come off your resume by sophomore year

**Highlighted Coursework:** include only if relevant to your career interest

**HIGHLIGHTED PROJECTS (if applicable)**

*Name of Project*, **Name of Course**, Dates of project

* If applicable, select projects to highlight something of value to employers
* *Example: 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, outcomes, achievements or results of your work
* Add detail to each bullet point by using engineering terminology when possible, explaining a strength, using numbers to elaborate on how you did your work
* *Example.: Ensured safety of approximately 30 children, ages 9 to 11 years old during outdoor activities*

**Name of Company** City, State

*Your title* June 2018 to April 2020

* Each bullet should start with an action verb, explain the task you performed and impact, outcomes, achievements or results of your work
* Each section should be in reverse chronological order
* Add detail to each bullet point by using engineering terminology when possible, explaining a strength, using numbers to elaborate on how you did your work
* *Example:* *Implemented new inventory organization system at warehouse for 100+ items*

**VOLUNTEER EXPERIENCE (if applicable)**

**Organization Name** Lancaster, PA

*Your Title*  May 2019 to August 2019

* Highlight transferable skills such as communication and teamwork learned through experience
* Example: Served food to 75 homeless people as part of a 5-person team for 4 hours biweekly

**LEADERSHIP AND ACTIVITIES (if applicable)**

*Your title,* **American Society of Mechanical Engineers** September 2020 to present

* Each bullet should start with an action verb, explain the task you performed and impact, outcomes, achievements or results of your work
* Add detail to each bullet point by using nursing terminology, explaining a strength, using numbers to elaborate on how you did your work

*Pursuing Leadership Certificate,,* **Oskin Leadership Institute, Widener University** September 2020 to present

* *Example: Engage in leadership workshops such as “Ethical Fitness” and “Leading with Style” to enhance professional development*

**SKILLS**

**Computer:** AutoCAD, Excel, PowerPoint, Word

**Language**: Intermediate Spanish, fluent Italian