**Sample First Year Engineering Student**

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**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 in your final resume. *DELETE THIS PARAGRAPH IF WORKING FROM THIS DOCUMENT.***

**EDUCATION**

Widener University Chester, PA

**Bachelor of Science in Mechanical Engineering** expected Month Year

**Minor:** if applicable GPA: include if 3.0 or above

**Honors:** list honors programs and any other honors or scholarships if applicable

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

Cardinal O’Hara High School Springfield, PA

**High School Diploma** June 2018

**Highlighted coursework**: Include only if you took engineering related courses in high school GPA:

**ENGINEERING PROJECTS** (if applicable)

**Wind Turbine** (course you completed project) Dates

* 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

* Begin each bullet with an action verb: manage, perform, create, provide, assist, etc.
* Briefly describe your role, responsibilities, and accomplishments; quantify when possible
* Experiences should be in reverse chronological order within each section
* Example: Implemented new inventory organization system at warehouse for 100+ items

**VOLUNTEER EXPERIENCE** (if applicable)

**Name of Company** City, State

*Your title* Dates volunteered

* 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)

**Oskin Leadership Institute, Widener University** September 2016 to December 2016

*Pursuing Leadership Certificate*

* Briefly describe Oskin Leadership Institute program; can include titles of workshops you have attended

**Robotics Club** Dates involved

* Select experiences that are recent and relevant; follow same guidelines as work experience
* Highlight what you have accomplished in club or skills you have developed/demonstrated

**SKILLS** (include “hard” skills only)

**Computer:** AutoCAD, Inventor (beginner), Excel
**Language**: conversational Spanish

**ADDITIONAL INFORMATION**

* Can briefly include additional information that would be of interest to employers such as: extensive travel, personal projects, job shadow experiences