Resume Tips for Engineering Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you **customize it for each opportunity**. You can customize by changing the Summary, emphasizing certain skills, and/or by moving sections around depending on what is most important to the employer.

CONTACT INFORMATION

Include your name in a larger bold font (24+ pt). Underneath your name, using as few lines as possible, add your location, telephone number, email, and your LinkedIn URL if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

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SUMMARY or HEADLINE

Communicate both **what** you are seeking and a few of your **key strengths** related to the position you are seeking. Most employers see Objectives as outdated, so try a Summary instead (but include a mention of the position you're seeking).

SKILLS AND ABILITIES

TECHNICAL SKILLS

- x **CAD and other software** : Matlab, LTSpice, SolidWorks, Python, OSLO
- x **Electromechanical Energy Conversion** – AC/DC machines, power switching, control circuits
- x **Electric Power Conversion** – inverters, converters (SEPIC/CUK/flyback), microcontrollers
- x **Energy Storage** - Energy Storage for Developing Countries, Fuel Cells, Batteries
- x **Technical Writing** – Lab Reports in IEEE format, technical proposals, and informative memos
- x **Tools** - Oscilloscopes and digital multimeters
- x **Diagram Interpretation**: schematics, mechanical and block diagrams, parts lists, and technical materials
- x **Productivity** - Microsoft Office Suite (Excel, Word, PowerPoint)

PROFESSIONAL SKILLS

- x **Presentations** - to different stakeholders in varying environments
- x **Project Leadership** - multiple class projects
- x **Teamwork** - multiple experiences in small and large teams

PROJECTS / RESEARCH – very important

Particularly for those embarking on a new engineering career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills.

You may also include **personal projects** – rebuilding a car, building a drone, anything that shows your technical and problem-solving expertise. Below are just two examples:

TECHNICAL PROJECTS – Oregon Tech
Circuit Design Project
- x Designed and built operational amplifier utilizing oscilloscopes, digital multimeters, and integrated circuits.
- x Tested input and output of different stages for desired specifications.

TECHNICAL TEAM PROJECT – Oregon Tech Formula SAE   06/2018-06/2019
Designed suspension and chassis components for Formula SAE car. Cal(e)7.9 (rs)-1.3on Cg (A)1.9 q11 (m)-6.4 (u)2.3 (rat)-2

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SUMMARY OF QUALIFICATIONS

x Engineering work experience in a high-tech manufacturing environment
x Experience with the design, installation, and improvement of industrial systems that integrate people, technology, materials, and information
x Extensive hands-on project work involving efficiency, work design and measurement, industrial costs and controls, data management and system design, ergonomics, statistics and operations research
x Experience with customer service, sales techniques, and interpersonal social skills

EDUCATION

Oregon Institute of Technology (Oregon Tech), Wilsonville OR
Bachelor of Science in Manfacturing Engineering Technology   June 2019
Major GPA: 3.6 Overall GPA: 3.4 Dean's List – 4 quarters

TECHNICAL SKILLS

Advanced proficiency in Microsoft Access: Created a database for production systems.
Proficient in CAD/CAM; Microsoft Excel, Word, PowerPoint; Minitab
Coursework in Automation and Robotics in Manufacturing, Lean Manufacturing, Plant Layou ( )10.6 (L)-m.6 (L)-4r.9AccP0.272