

<First Name> <Last Name

<Address 1>

<Phone>

<Email>

<LinkedIn URL>

SKILLS SUMMARY

- **Degree focus:** <Major Title>, <Area of Interest within Major>
- **Professional:** <List specific types of analysis or design that you are proficient with>
- **Programs:** <List programs that you are proficient with>

EDUCATION

<Major>

<Graduation Month Year

<University>, <City>, <STATE> | GPA <#>

- List Minors, Courses, Clubs, Awards

ENGINEERING PROJECTS

<Major Class Projects>

<Season Year>

<Class this project was completed for>

- Details of the project – Role on Project, Analysis or Calculations Completed, Programs Used, Etc

WORK EXPERIENCE

<Company>, <City>, <STATE>

<Start Month Year> - <End Month Year or Present>

<Position with Company>

- List:
 - Roles and Responsibilities within this position
 - Tasks completed on a daily basis

<If you worked on a specific project, provide it here>

- Details of the project – Role on Project, Analysis or Calculations Completed, Programs Used, Etc

CERTIFICATION/HONORS/AWARDS

<Certification/Honor/Award>

<Month Year>

<List Organization, if not clear from Award Name>

- List specifics of why the award is important and what you needed to do to complete it

SKILLS SECTION

- Programs, software, lab work, equipment knowledge