

The Basics of Building Your Resume

Heading

Include:

- Name (make big and bold). If you have a preferred name, place in parentheses – i.e., David (Allan)Smith
- Phone and email
- Web links to LinkedIn profile, portfolio, GitHub (if applicable)

Tailored Headings

- Be descriptive with category headings – this allows you to highlight specific experiences
- Additional headings might include Lab/Research Experience, Computer/Software Skills, Language Skills

Summary of Qualifications

- Include 4-5 bullet points stating why you are the best candidate for the job.
- Based on what the company says they are looking for in the job announcement, what skills, abilities, passion, knowledge or awards do you bring to the job? In other words, how will you add value to the company?

Skills & Abilities

- List in order of relevance for the job

Experience/Projects Sections

Includes relevant internships, jobs, class, club, or personal projects

Include:

- Position title
- Company name, city, and state
- Dates of employment/involvement
- 2-5 bullet points describing your accomplishments
 - Start all bullet points in past tense (even for current positions)
 - Begin with an action verb (i.e., managed, assisted, planned)
 - Use numbers to quantify information
 - Tell what you did, why you did it and what was the result. Ex. “Developed X to do Y resulting in Z”
 - Bullet points don’t require periods
- Place most recent experiences first within each section

Education

Include:

- Washington State University, Pullman, WA
- Degree and major (i.e., Bachelor of Science in Computer Science)
- Major track/emphasis, minors, and/or certificates
- Graduation date only
- Cumulative and/or major GPA if above 3.0
- Honors (if applicable)
- Study abroad (if applicable)
- Other institutions only if you received a degree (i.e., A.A. degree)

Coursework

Include classes that are relevant to the occupation/field you are seeking

- Consider class projects, research, group work, and industry knowledge/skills you gained
- List course title (not prefix and number)

Additional Activities/Involvements

- List general membership in other campus/community organizations
- Can list bullet points if involvement is relevant to career goals

Other Reminders

- You have 6-10 seconds to impress someone about your fit for the position
- Keep to 1 page in length
- Don’t use a template to format
- Place dates on the right of the page
- Stay consistent with format and layout
- Use 11-12 point traditional font
- Don’t state “References available upon request”
- Check for spelling and grammatical errors
- Only include high school information if you are a first-year student
- Tailor information to position sought and place most relevant experiences at the top
- Visit the Voiland College Internships & Career Center for a resume review

B.T. Cougar

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SUMMARY OF QUALIFICATIONS

- Mechanical Engineering major with a proven record of success working in management, on a team, and independently as shown in projects
- Tireless work ethic, maintaining a 3.7 GPA while working 30 hours a week
- Proficient in SolidWorks, Matlab, and Mathematica; experience with metal fabrication.

EDUCATION

Bachelor of Science in Mechanical Engineering; GPA 3.7

Washington State University, Pullman, WA

Expected May 20XX

Relevant coursework: Thermodynamics, Fluid Mechanics, Finite Element Analysis, SolidWorks, Linear Algebra, Heat Transfer, System Dynamics, Applied Aerodynamics, Material Science, Materials Laboratory, Mechanical Component Analysis

Associate of Science | Seattle Central College, Seattle, WA

June 20XX

Major: Pre-Engineering

SKILLS & ABILITIES

Programs and Software

- Certified SolidWorks Associate
- Matlab, Mathematica, EES, Python, Java
- Arduino Seminar

Metal Fabrication

- MIG and TIG welding
- Forging/Blacksmithing
- Misc. fabrication and machining tools

ENGINEERING PROJECTS

WSU

Fall 20XX

- Designed dynamically accurate wings & generator for 1.5 GW Wind Turbine in SolidWorks
- Wrote the working code in EES for Parabolic Solar Plant Area Optimization project

Seattle Rocketry Club

Spring 20XX

- Received Level 1 Certification from the National Rocketry Association by individually building and launching a level 1 “Intruder” rocket

Metal Fabrication

Fall 20XX

- Built a metal chair using welding and forging techniques out of round bar, scrap metal, and washers for the seat

HONORS & AWARDS

- NASA Scholarship recipient for Academic Achievement
- Fall 2016 President’s Honor Roll recipient at WSU

- Seattle Central Foundation Scholarship recipient
- Multiple Quarters on the Dean’s List at Seattle Central

OTHER EXPERIENCE

Member Consultant | Boeing Employees Credit Union

Summers 20XX-20XX

- Worked directly with customers to create customized banking plans
- Multiple awards in recognition for excellent customer service and exceeding sales goals
- Trained coworkers on effective communication and problem solving techniques

