

# Sample Resume for Engineering Students (Fr./Soph. level)

## Gregory T. Jones

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**OBJECTIVE:** To obtain a summer internship within the Mechanical Engineering Department at ABC Technologies, allowing me to utilize my education while gaining valuable work experience in a team oriented environment.

**EDUCATION:** Western Kentucky University – Bowling Green, Kentucky *Anticipated May 2014*  
Bachelor of Science in Mechanical Engineering  
GPA: 3.2

### RELEVANT COURSEWORK:

- Calculus
- Physics I
- Sophomore Design
- Materials and Methods of Manufacturing
- Engineering Thermodynamics I
- Differential Equations

### RELEVANT EXPERIENCE:

Western Kentucky University, Engineering Prototyping Facility – Bowling Green, Kentucky  
Student Worker *Fall 2011-Present*

- Provide engineering and technical support to students and faculty
- Design, fabricate and prototype project ideas such as: energy efficient green house and building optimization
- Order various materials and equipment via telephone and internet for the department

### ADDITIONAL EXPERIENCE:

ABC Hardware – Bowling Green, Kentucky  
Customer Service Associate *May 2009-August 2011*

- Provided excellent customer service and assisted customers in finding proper hardware for basic home improvements
- Maintained inventory of product over \$5 million dollars
- Rang up customer orders
- Processed returns in an efficient manner

### PROFESSIONAL MEMBERSHIPS:

- American Society of Mechanical Engineers (ASME), 2011-Present
- Society of Automotive Engineers (SAE), 2011-Present

*References Available Upon Request*

## Resume Guidelines

**Contact Info:** This should ALWAYS include your name, address, phone number and email. Your voicemail and email address should be professional.

**Objective:** Your objective should be tailored to the specific opportunity and/or facility for which you are applying.

**Education:** Keep this section as standard as possible and leave off all high school information. Include: name of degree, anticipated date of graduation, name of institution, city/state, and GPA if at least a 3.0.

**Relevant Coursework:** Consider the position you are applying for and think of 4-6 courses that demonstrate specialized education in the field. Remember to list the full title of the class – not the course number.

**Relevant Experience:** If you have relevant experience, this is one of the most important parts of your resume. Bullets are preferred over heavily worded paragraphs. Three to five bullets per job is considered the norm. Begin each bullet with an action verb. List in reverse chronological order (starting with your current job and working back).

**Additional Experience:** Use this section to discuss additional work experience and to show some of your work history. Try to touch on transferrable skills that would also be beneficial in the job you are seeking.

**Memberships:** Include organization name and dates of membership.

**References:** Provide only if requested. For now, saying 'available upon request' is appropriate.

**Quick Tips:** Be sure to proofread, checking for spelling or grammatical errors, formatting, consistency, neatness and flow. Avoid using templates and update your resume regularly. Also, remember to tailor your resume to the position for which you apply.