

WRITING YOUR RESUME – FOR ENGINEERS

*A resume is a summary of your skills, experience and qualifications used to market yourself to employers.
Contact the career development office for assistance in creating and perfecting your resume.*

Types of Resumes

Chronological	Most common and widely accepted format Presents information in reverse chronological order (most recent first)
Functional	Can be used when transitioning to a new career field or when your experience is unrelated to your chosen career field Focuses on your skills (e.g., managing, organizing, etc.), grouped into sections De-emphasizes titles, employer names and dates by listing work history at the bottom

This handout includes several resume samples. Visit www.calvin.edu/career for more information and samples.

Essential Resume Components

Contact Information

Place this information at the top of the resume so employers can easily contact you. Include:

- Full name (as you want to be known professionally, in 16-18-point font)
- Address (you can include both current/school and permanent addresses if your address will change in the next year, or you can choose whichever address is more convenient for you to receive mail)
- Phone number
- E-mail address (a non-Calvin e-mail address is advisable if you are graduating within the next year; make sure that your e-mail address is professionally appropriate)

Objective or Profile

Concisely state the type of position that you seek and the unique knowledge, experience or skills that you bring to the position. An objective typically specifies the job title or career field the candidate is seeking, while a profile is more descriptive of the candidate's background. Whether you use an objective or a profile, be sure to focus on how you will meet an employer's needs, not how you will benefit from the experience.

Sample objective: To obtain an internship in non-profit administration where interpersonal and organizational skills will add value.

Sample profile: A results-driven and team-oriented business graduate with strong academic and internship performance seeking the opportunity to contribute to a dynamic marketing team. Computer skills include Microsoft Word, Excel, and Access.

Education

Include the following information:

- Name and location (city, state) of school attended
- Degree (written out, not abbreviated; i.e., Bachelor of Arts, not B.A.)
- Year of degree completion or expected month and year of graduation if you are currently a student
- Major(s) and Minor(s)
- GPA if 3.0 or above

Experience

Jobs, internships, class projects and volunteer work can all be included in this section. If you have multiple experiences you wish to list, but some are more closely related than others to the position you are seeking, consider creating two sections: Related Experience and Other Experience. Each experience should include:

- Your job title or role, name and location (city, state) of the organization, and dates (month and year)
- List of skills and accomplishments gained on the job
 - Use action verbs to describe what you accomplished (e.g., organized, planned, supervised, etc.). Refer to the “Resume Action Words” handout at www.calvin.edu/career for more ideas.
 - Focus on skills that are transferable to the job that you are seeking (e.g., if you worked in maintenance, you could write: “Completed tasks independently with minimal supervision,” rather than stating the obvious like, “Cleaned floors”).
 - Describe results that you achieved, not just your duties or responsibilities (e.g., “Raised \$5,000 in financial support from alumni,” rather than, “Called alumni and asked for donations”).

Optional Resume Components

Coursework

You may list the names of courses that are related to the type of position you are seeking, especially if seeking an internship. Include coursework as part of the Education section, or as its own section underneath the Education section. However, if space is limited, it is not necessary to list your coursework.

Co-Curricular Activities

Were you involved in student organizations? Leadership roles? Service-learning? Study abroad or off-campus programs? Many employers are impressed by these activities because it indicates enthusiasm and initiative. (Note: participation in off-campus programs can be listed in the Education section if you choose).

Skills

Include computer skills, foreign language abilities or any relevant skills not mentioned in other sections.

Awards and Honors

This section should not be a repeat of any other section. Include scholarships, Dean’s List or other honors achieved. If you only have one or two items to list, consider putting them in another section (e.g., Education).

References

References do not have to be included on a resume, unless specifically requested by an employer. Instead, references can be included as a separate document (with your name and contact information listed at the top). Ask supervisors or professors for permission to include them as references. Once you obtain permission, list the following for each reference: name, title, organization, e-mail address and phone number.

Other Resume Hints

- Do not use a resume template; resumes created with templates appear generic and are difficult to alter
- Font should be Times New Roman, Arial or Calibri, size 10-12
- Your resume should ideally fit onto a single page (except teachers or later-career professionals)
- Put your most important information in the top 1/3 of your resume
- Include keywords that are used in your target industry or are listed on the job description. Refer to the book *Resume Buzz Words* available in the Career Resource Center in Hekman Library
- Use short phrases instead of complete sentences; do not use “I” or other personal pronouns
- Convert your resume to a PDF when applying online or by e-mail to avoid formatting problems
- Proofread – spelling, grammar and punctuation must be impeccable, and consistency is key

Sarah Sample

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PROFILE

Motivated senior college student offering two years of technical industry experience within the diesel-injection field. Earning a degree in electrical and computer engineering while attaining mechanical experience in the manufacturing field. Proven problem solving ability combined with talent for successful planning and implementation of projects within stringent timelines. Highlights include:

- QS/ISO documentation and standards
- SPC / Six-Sigma concepts
- Fixture Design
- Supervision / Management
- Precision Tolerances of .000001 inch
- Project Management
- Customer Interaction
- Team Player
- Quality Analysis
- Assembly Layout and Ergonomics

EDUCATION

Calvin College – Grand Rapids, MI

Bachelor of Science in Engineering, Electrical/Computer Concentration, May 2013

- GPA: 3.6/4.0

RELATED EXPERIENCE

Calvin College Engineering Department – Grand Rapids, MI

Senior Design Project (September 2012 – Present)

- Led a team on the design process from research and development to modeling and presentation.
- Collaborated with a local church and Christian Reformed World Missions to design and produce a seed-processing mill for Kenyan and other 3rd World farmers.

Spoelhof Fuel Systems – Kentwood, MI

Process Engineer of Assembly / Calibration (May 2011 – Present)

- Promoted to full-time process engineer responsible for the assembly and calibration department for two customer divisions with an annual budget of 2.5 million
- Succeeded as the sole engineer for a technically advanced department with business-unit sales of 60 million dollars
- Balanced technical and real world abilities to meet increased customer requirements
- Involved in every aspect from supervision to engineering
- Managed direct customer contact with Detroit Diesel and EMD for any product related issues
- Directed project of \$500,000 capital purchase of a calibrator and valve opening pressure machine for the EMD locomotive product line
- Increased departmental first time throughput from 90% to 95%

Nissan Metal Fabrication Division – Wyoming, MI

Production Technician (Summer 2009 and 2010)

- Gained gaining valuable experience in the press room on the production floor
- Obtained a comprehensive understanding of processes and mechanical aspects used throughout the company with the help of skilled trades and management
- Received recognition award and complimentary dinner with management for outstanding production performance

Max Harris

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Permanent Address:

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OBJECTIVE

To obtain a full-time position in which engineering experience and education will contribute to a company's goals.

EDUCATION

Calvin College – Grand Rapids, MI

Bachelor of Science in Engineering, Civil Concentration, May 2013

- Overall GPA 3.45/4.0

RELATED EXPERIENCE

Engineering Department, Calvin College – Grand Rapids, MI

Senior Design Project, September 2013 – Present

- Researched, designed, modeled and presented a project as part of a team of student engineers
- Designed a navigable channel of fixed water level in a Nigerian city

Land and Water Engineers – Grand Rapids, MI

Engineering Technician, September 2012 – September 2013

- Performed field pavement evaluation studies of 320 miles of road in the metropolitan Grand Rapids area
- Worked independently and successfully with virtually no direct supervision more than 100 miles from office
- Set own schedule and methods to complete project on time

Technical University of Jos – Jos, Nigeria

Engineering Research Assistant, Summer 2012

- Utilized laboratory equipment and performed statistical analysis
- Wrote reports and presented information to large groups

D3 Services – Woodridge, IL

Engineering Intern, September 2010 – May 2011

- Received company's highest sales award four consecutive months
- Developed *Excellence in Sales* training course

OTHER EXPERIENCE

Calvin College Rhetoric Center – Grand Rapids, MI

Tutor, September 2012 – Present

- Tutored undergraduate and seminary students from all disciplines in writing, grammar, and speech
- Gained experience in teaching and working with people

COMPUTER SKILLS

AutoCAD	PowerPoint	Mathematica
Microstation	KYPIPE	C++
Algor	EPANET	Word
Excel	STAAD.Pro	MathCAD

REFERENCES

John Smith, Professor, Calvin College, (616) 555-1212, jas8@calvin.edu
Arnold Schwartzen, Project Engineer, D3 Services, (734) 555-1212, as@d3.com
Susan Bryant, Senior Engineer, Land & Water Engineers, (231) 555-1212, bryant@lwe.com

Michael Jones

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Cell (616) 555-1212

Permanent Address:

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jones.michael@gmail.com

OBJECTIVE

Senior Engineering student seeks to obtain position where civil engineering experience and technical skills will add value.

EDUCATION**Calvin College – Grand Rapids, MI**

Bachelor of Science in Engineering, May 2013

Civil Concentration; Mathematics Minor

- Overall GPA 3.57/4.0

SENIOR DESIGN PROJECT**Calvin College Engineering Department – Grand Rapids, MI**

Team Member, September 2013 – Present

- Collaborate as a member of a design team comprised of 3 other mechanical engineering students
- Work in conjunction with Hillcrest Christian Reformed Church and Christian Reformed World Missions to design and produce a seed-processing mill for Kenyan and other 3rd World farmers

WORK EXPERIENCE**Knollcrest Services – Grand Rapids, MI (2012-present)**

Engineering Intern

- Developed *Excellence in Sales* training course
- Worked in press room gaining valuable experience on the production floor

Gaylen CAD Company – Houston, TX (Summers 2009-2011)

CAD Technologist

- Created and edited AutoCAD documents; copied and printed engineering schematics
- Gained skills in customer interaction, including taking orders, communicating status reports, making deliveries, and collecting payment

Tim's Landscape Maintenance – Grand Rapids, MI (2006-2009)

Mower Operator/Snow Removal

- Mowed commercial lawns and operated snow removal equipment
- Trained and supervised new employees

ADDITIONAL EXPERIENCE**Calvin College Campus Safety Officer – Grand Rapids, MI (2011-2013)**

- Monitored entire campus, provided assistance and ensured the safety of the community by using First Aid/CPR, taking incident reports and patrolling

REFERENCES

Werner Smith, Professor, Calvin College, (616) 555-1234, wsmith@calvin.edu

Michael Le Roy, President, Calvin College, (616) 555-1234, pres@calvin.edu

Alex Jones, Camp Director, Camp Appleseed, (231) 555-1234, aj@apple.org
