

RESUME GUIDE

for Engineering Majors

Your resume is a summary of your qualifications for a specific job or internship. The main goal of a resume is to generate interviews with employers. Use your resume to highlight your relevant skills and accomplishments.

To view additional job search information online, visit the Career Services website at www.sandiego.edu/careers and select *Resumes and Cover Letters* in the *Resources* section.

Include LinkedIn URL only if your profile is complete and polished.

Feature your achievements from the most relevant experiences.

Focus on skills the employer is seeking.

Activities and service provide a fuller picture of you as a candidate.

YOUR NAME	
Address	
Phone	
Email Address	
LinkedIn URL (optional)	
<hr/>	
EDUCATION	
University of San Diego	San Diego, CA
Degree and Major	Expected graduation date
Include minor and study abroad	
List overall and/or major grade point average if 3.0 or above	
Be selective in listing academic honors	
EXPERIENCE	
ORGANIZATION	City, State
Job Title	Dates of employment
<ul style="list-style-type: none"> Describe your achievements here, starting with active verbs. Make your descriptions energetic and relatively short. Present the most significant responsibilities first. 	
ORGANIZATION	City, State
Job Title	Dates of employment
<ul style="list-style-type: none"> Bullet format is preferred by many employers. Focus on results, skills, leadership, initiative and teamwork. 	
SKILLS	
Include foreign language skills.	
Emphasize computer software programs.	
Avoid listing general skills (like communication skills) but include skills specific to your field, like laboratory skills.	
OTHER HEADINGS	
Include one or two additional headings that highlight your accomplishments or leadership positions. These sections might include:	
ACTIVITIES ATHLETICS COMMUNITY SERVICE HONORS LEADERSHIP PROFESSIONAL ORGANIZATIONS	

Use an email address that conveys professionalism.

Increase visual impact through selective use of bold, underlining, and capitalization.

Spell check and review your resume carefully for errors.

Limit your resume to one page. Use a common font like Arial or Times New Roman.

Resume Checklist

Employers may spend less than a minute evaluating your resume. They prefer resumes that are easy to read and created in a familiar format. Use the following guidelines as you create or edit your resume.

FORMAT

- **Templates:** Avoid resume wizards and resume software templates. They are difficult to edit and do not allow you to present information in the most effective format.
- **Length:** For college students and recent college graduates, use a one-page resume.
- **Font:** Choose a basic, easy-to-read font such as Times New Roman or Arial in 10-12 point size. Use black font color.
- **Paper:** To print, use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Use matching paper for a cover letter.
- **Spacing:** Margins of 0.7 to 1 inch and double-spacing between headings improves readability.
- **Layout:** Use bullets, bold, capitalization, and underlining sparingly to call attention to the most important information. Leave some white space to create an uncluttered look.
- **Reverse Chronological Order:** Present most recent information first.
- **Professionalism:** Eliminate all errors by using spell check first, and then by asking several other people to proofread.
- **Document Title:** Use your name in the document title when emailing your resume as an attachment. Example: Tom.Torero.doc

CONTENT

- **Image:** Decide what overall impression you want your resume to communicate. Does it show that you are a leader, a team player, an artist, an innovator, a salesperson, or something else?
- **Style:** Start phrases with action verbs to convey enthusiasm and achievement. Sample verbs include: *Advised, Analyzed, Coordinated, Created, Developed, Evaluated, Guided, Handled, Implemented, Increased, Led, Managed, Organized, Performed, Planned, Presented, Processed, Researched, Served, Trained.* See handout entitled "Resume Action Verbs" for more ideas.
- **Objective:** Using an objective is optional. If you include an objective, make it brief and specific to a particular job or career field.
- **Summary of Qualifications:** A candidate with significant experience in a career field may choose to start a resume with a brief overview of professional skills. This section is less appropriate for new college graduates.
- **Section Headings:** Group your experience to reflect your strengths. Common headings include:

EDUCATION	LEADERSHIP EXPERIENCE
EXPERIENCE	COMMUNITY SERVICE
SKILLS	ATHLETICS
ACTIVITIES	PROFESSIONAL AFFILIATIONS
- **High School:** Remove high school information by the end of your junior year of college.
- **References:** List your references on a separate page: see handout entitled "Reference Lists for the Job Search."
- **Cautions:** Never reveal confidential data on your resume such as your social security number or date of birth. Do not list a personal website if it includes any nonprofessional content.

Ernesto E. Torero

5998 Alcalá Park
San Diego, CA 92110
(555) 555-5555
ernesto.torero@sandiego.edu

EDUCATION

University of San Diego

BS/BA in Electrical Engineering

- Minor in Mathematics
- GPA: 3.46

San Diego, CA

Expected August 2014

Relevant Coursework

Circuits

Electronics

Systems Logic Design

Probability and Statistics

Programming

Materials Science

Signals and Systems

Microcomputers

Engineering Design Projects

Served on 2-4 member teams and submitted formal documentation for each project:

- Designed and programmed a model of a digital lock using Xilinx processor board.
- Designed and built an audio amplifier with 25V power supply to output to a 100 Watt subwoofer speaker.
- Improved existing design of a simulated slot machine for general engineering design project: computer-controlled electromechanical system using fischertechnik components.
- Designed and built buoyancy shoes for USD Annual Walk on Water competition.

SKILLS

- Proficient in Microsoft Office Programs: Word, Excel, PowerPoint, Visio, Access
- Proficient in Maple, PSpice, VHDL, Xilinx
- Experience with programming/interfacing a Z80 microprocessor, C++, MatLab, MathCad

EXPERIENCE

Lab Assistant, USD Engineering Department

Spring 2014

- Assisted professor in sophomore-level circuits lab, helped students complete lab assignments.

Mathematics Grader, USD Mathematics Department

9/12 to 5/13

- Corrected and graded homework for Calculus I and Survey of Calculus classes.

Teller, Knott's Soak City, Chula Vista, CA

Summers 2011, 2012

- Produced, distributed, and balanced cashiers' banks and documented the park's daily income.
- Prepared forms and entered spreadsheet data.
- Promoted from cashier due to excellence in accuracy, speed and reliability.

AFFILIATIONS

- Society of Women Engineers
- Institute of Electrical and Electronic Engineers

INDIRA S. TORERO

5998 Alcalá Park
San Diego, CA 92110
(555) 555-5555
indira.torero@sandiego.edu

EDUCATION

University of San Diego, San Diego, CA Expected January 2014
BS/BA in Industrial & Systems Engineering
Overall GPA: 3.4 Major GPA 3.2

Relevant Coursework

Systems Engineering	Engineering Economics	Human Factors
Operational Research	Work Analysis & Design	Mechanics
Thermodynamics	Statistics Process 7 Control	Manufacturing

WORK EXPERIENCE

University of Texas Medical Branch, Galveston, TX Summer 2013
Planning & Management Systems Intern

- Assisted with ongoing projects in multiple support service departments
- Created spreadsheets and webpage for Logistics, Clinical Purchasing & Materials Management
- Audited air conditioners; updated utility blueprints for remodeling and installations

Intelligent Technologies, San Diego, CA Fall 2012
Manufacturing Intern

- Rotated through the manufacturing assembly line and interacted with engineering staff
- Helped construct battery chargers from start to finish

U.S. Army Corps of Engineers, Galveston, TX Summer 2012
Civil Engineering Technician

- Assisted with design and preparation of channels, levies, and rock groins
- Prepared right-of-way letters, project cost estimates, and project bid documents
- Created and edited plans using Microstation

PROJECTS

Oracle & University of San Diego, San Diego, CA Fall 2012

- Researched and interviewed staff to determine the current business processes of USD's NROTC department to help Oracle implement a new school-wide database system
- Created process flow diagrams for every distinguishable departmental operation

Design Project: Computer-controlled Candy Dispenser Spring 2011

- Member of team that designed and built a computer-controlled candy dispenser
- Prepared formal documentation

COMPUTER SKILLS

- MS Office, Project, and Visio; Windows OS; Maple; C++; PSpice; Minitab; and LINGO

Mark Ethan Torero

5998 Alcala Park, San Diego, CA 92110
(555) 555-5555
Mark.Ethan.Torero@gmail.com

EDUCATION

University of San Diego

BS/BA in Mechanical Engineering

January 2014

Relevant Coursework

Fluid Dynamics

Statics

Manufacturing Processes

Mechanics of Materials

Dynamics

Circuitry

Machine Design

Thermodynamics

Heat Transfer

Computer Applications

Computer Programs

Pro/ENGINEER Wildfire 3.0

AutoCAD

Microsoft Office Suite

National Institute LABView

proLIGHT Lathe

Matlab R2007a

CNCBase for proLIGHT 1000 Machining Center

PROJECTS

Designed and built unmanned surveillance blimp for Senior Project

- Learned group work and useful application of theory

Built custom guitar and compressed air piston engine for Machine Shop class

- Learned how to operate numerous tools, equipment, and programs

Designed and built fire truck and its functioning program

- Introduced to computer programming

Built water-propelled rocket for Fluid Dynamics Class

- Learned the enjoyable side of applying theory from Fluid Dynamics Class

EXPERIENCE

Lab Technician, Underwriters Laboratory, San Jose, CA, Summers 2012 & 2013

- Conducted product safety tests for endurance, leakage, flow, dielectric, burn, vibration, corrosion, pressure and noise
- Assisted engineers and lab technicians with testing oil pump, leaf blower and trailer hitch
- Worked individually and on team projects

Laborer, As You Like It Landscaping, San Jose, CA, Summer 2011

- Drove employees and supplies to assigned worksites and assisted in labor and construction

ACTIVITIES

- Member of American Society of Mechanical Engineers, USD Chapter
- Honor Board Member, Delta Tau Delta Fraternity: Resolve problems that arise at fraternity events; adjudicate proceedings and issue disciplinary actions
- Participated in numerous charity fundraising and community service events including selling refreshments at Petco Park, mailing donation flyers for St. Jude's Hospital, cleaning and repairing local youth center
- USD Lacrosse Midfielder, two-time Division 2 National Champion US Lacrosse Club (2011-12)