

# **ENGINEERING RESUME GUIDE**



**Provided by Career Services  
at The University of Toledo  
Student Union 1532  
419.530.4341  
[www.student-services.utoledo.edu/career](http://www.student-services.utoledo.edu/career)**

# Resume Information for Engineering Students

The purpose of a resume is to get an interview! A description of your past experiences, paid or volunteer, arranged in reverse chronological order in addition to your educational history, campus activities, interests, and skills are intended to entice the reader to talk with you. The sample resumes in this guide will help you choose effective formatting and layout styles, but you may also wish to sit down one-on-one with a Career Advisor to help decide what content to include in your resume. For individual assistance, contact Career Services to set up an appointment at 419.530.4341.

Below are some general suggestions to help get you started:

- If you choose to utilize an objective, include your degree major or specialty area(s), the industry(s) you would like to break into, and a few of the top skills you possess. “To obtain an engineering position” is not specific enough. Remember, you do not have to use an objective.
- List your experiences and organizational involvement in reverse chronological order—the last thing you accomplished will be the first thing you list under each separate heading of your resume.
- Do not forget to list your co-ops, internships and other field experiences—they are all important!
- When describing your related experiences and responsibilities, use action words (refer to the Action Word List on page 10 of the Career Services’ Resume Writing Guide).
- Do not list high school involvement on your resume, unless something you accomplished in high school relates directly to your career goals.
- Do not list hobbies unless they relate directly to your career goals.
- Your resume is a professional document—avoid ‘cute’ or ‘derogatory’ email address names, papers with colored borders, pictures of you, or anything that does not project a professional image. Using high quality resume paper is a must. You want an employer to be dazzled by your experience and accomplishments, not distracted.
- If you **need** to, it is okay to use two pages for your resume. Just be sure that you have at least a half page of information on page two. Put your name at the top in small print, and number it so that if the pages are separated they can be matched up again.
- List your references in a separate document, with your name and contact information at the top.

# **KENNETH NEWMAN**

4444 Fairfax Road  
Toledo, Ohio 43613  
(444) 444-4444

## **EDUCATION**

**Bachelor of Science in Engineering Technology, Mechanical Engineering, May 2002**  
**The University of Toledo – Toledo, Ohio**

Coursework Completed:

- AutoCAD 2000
- Thermodynamics
- Fluid and Hydraulic Mechanics
- Metal Machining
- Processing, and Computer Programming

## **EXPERIENCE**

**CNC Operator, May 2000 – August 2000**

**Patton Harper Corporation – Metamora, Ohio**

- Programmed and operated CNC machines
- Read blueprints and inspected the precision and safety compliance of finished parts
- Problem-solved product inconsistencies

**General Machine Maintenance, April 1999 – October 1999**

**Dawson's Turf Care – Swanton, Ohio**

- Repaired all lawn/turf care equipment, including small tractors
- Ordered parts and tracked inventory

**Production Inspector, Summer 1998**

**Advance Motors Powertrain – Defiance, Ohio**

- Operated line dump station
- Inspected engine blocks, heads, and finished cores
- Completed daily reports and submitted to Line Supervisor

**Crew Member, 1995 - 1998**

**Sunny Vale Farms – Defiance, Ohio**

- Maintained clean, safe environment
- Loaded trucks with proper tools and supplies

## **REFERENCES**

Available upon request

# Aaron G. Coonrod

3333 Holland-Sylvania Road #3  
Toledo, OH 43623  
(333) 333-3333  
[aconrod@webaddress.net](mailto:aconrod@webaddress.net)

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**OBJECTIVE** Seeking full-time entry level Software Engineer position.

**EDUCATION** **The University of Toledo (Toledo, OH)**  
**Bachelor of Science, Electrical Engineering & Computer Science Engineering, 2002**  
Cumulative GPA: 3.31/4.0, Major GPA: 3.52/4.0.

**Hiram College, (Hiram, OH)**  
Computer Science Coursework, 1995 to 1996

**TECHNICAL COURSEWORK**

- Automata & Language Translation
- Microsystems Design
- Analog Design
- Digital Design
- Communication Systems
- Data Communications
- Embedded Systems Design
- Feedback Control Systems
- VLSI I: Basic Subsystems
- VLSI II: Memory Structures

**COMPUTER SKILLS**

- Unix
- Linux
- Windows 9x/NT/2000/XP
- Java
- C/C++
- Visual Basic
- Wonderware Intouch 7.11
- VHDL
- HTML
- Assembly
- Matlab
- AutoCAD 2000
- I-deas 8
- LAN
- Orcad Capture
- Mentor Graphics LED
- Office XP
- Star Office 5.2
- Adobe Framemaker
- PC building

**PROFESSIONAL EXPERIENCE** **Contract Tech, Inc.** (Toledo, OH) **Associate Engineer**, Feb. 2003 to Present.  
PLC programming, HMI programming, software installation, Visual Basic 6.0 programming, LAN setup.

**Downtown Company, Inc.** (Toledo, OH) **Programmer**, June 2000 to Sept. 2000.  
Converted in-house programs from earlier versions of Microsoft Visual Basic to VB 6.0, gained experience using Windows API routines and working in a project group.

**Atlantic Controls, Inc.** (Maumee, OH) **After-Market Sales**, Aug. 1999 to Jan. 2000.  
Installed PC software, assembled PC's, tested circuits, calibrated temperature and pressure transmitters, researched products, ordered parts, sold after-market products, prepared compliance report for the U.S. Navy concerning installation of controllers in power houses in Norfolk, VA.

**North Coast Industries** (Hiram, OH) **Programmer**, June 1996 to Aug. 1996.  
Learned and utilized Microsoft Visual Basic 4, assembled physical components of assigned project, designed and conducted stress tests, and wrote a PLC program.

**ACTIVITIES**

- Gold Key National Honor Society
- Varsity Football
- Intramural Football
- IEEE Student Member
- ACM Student Member

**HONORS** Dean's List: Spring 1998, Fall 2002

# Lora K. Russell

E-Mail: [lorakrussell@email.com](mailto:lorakrussell@email.com)

## PERMANENT RESIDENCE:

2222 Second Road  
Olmsted Twp., Ohio 44138  
Cell Phone: (222) 222-2222

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- OBJECTIVE:** To obtain a challenging, full-time position in the advancing field of chemical engineering.
- EDUCATION:** **The University of Toledo**, Toledo, Ohio  
**Bachelor of Science, Chemical Engineering**, Anticipated Graduation Date: May 2003  
Minors: Chemistry and Business Administration  
Overall Grade Point Average: 3.4
- RELATED WORK EXPERIENCE:** **Formco Inc., Cleveland, Ohio**  
**Product Development Co-op**, Jan -May 2000, Aug -Dec 2000, May-Aug 2001
- Worked on developmental support for metal casting feeding systems and field trial evaluations
  - Benchmarked current and developing products with competitor brands
  - Conducted aluminum foundry product investigations and special order manufacturing
  - Supported metal casting filtration laboratory research, development, and cost down analysis
  - Documented technical information
- National Aerospace Research Center and State Aerospace Institute, Cleveland, Ohio**  
**Environmental Office Waste Management Intern**, June-Aug 1998
- Responsible for general literature research and presentation of findings
  - Implemented process for chemical tracking procedures
  - Reviewed software and executed necessary updates of files
- OTHER WORK EXPERIENCE:** **Hometown Johnnies Bar & Grill, Toledo, Ohio**  
**Bartender**, Feb 2002-present
- Trained new employees and developed a strong customer service-oriented work ethic
- The University of Toledo Office of Admissions, Toledo, Ohio**  
**Teleteam Counselor**, Oct 1999-Feb 2002
- Notified potential students on the status of their admission applications and scholarships
  - Recruitment of high school, transfer, and adult students
  - Organized registration for campus activities: seminars, orientations, and open houses
- RELATED ACTIVITIES:**
- American Institute of Chemical Engineers, Vice President (*Jan 1999-present*)
  - Society of Women Engineers, President, Vice President (*Jan 1999-present*)
  - Northeastern Ohio American Foundry Society (*Jan 2000-present*)
  - Omega Chi Epsilon Chemical Engineering Honor Society, Vice President (*May 2002-present*)
- OTHER ACTIVITIES:**
- Alpha Phi Omega Service Fraternity, Service Committee (*Dec 1999-present*)
  - Omicron Delta Kappa Leadership Fraternity (*Feb 2002-present*)
  - University Women's Commission
  - Ohio Reads Grant Volunteer sponsored by Governor Bob Taft
  - Donauschwaben's German-American Cultural Center, Lifetime member and dance performer
- ACHIEVEMENTS:**
- Foundry Educational Foundation Scholarship Award
  - Clyde W. Balch Memorial Scholarship in Chemical Engineering
  - H.H. Harris Foundation Award for achievement in the foundry industry
  - Chemical Engineering Chairman's Award for outstanding service to the department
  - Dean's List
- COMPUTER SKILLS:**
- Microsoft Office
  - Matlab 5.0 and 6.1
  - Windows 2000 and NT
  - CHEMCAD 6.1

**PETER J. SLOMA**  
1111 East Township Road 111  
Tiffin, OH 44883  
(419) 111-1111

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## OBJECTIVE

Seeking an Electrical Engineering position working with System Controls Design and/or Maintenance in a manufacturing facility

## EXPERIENCE

**ABC Machinery Company**  
*Electrical Design Engineer*

Tiffin, OH  
January 1994 – present

- Member of a team which designs and maintains control systems for a line of multi-die cold forming machinery
- Select, incorporate, and test industrial machine controls:
  - Allen Bradley SLC family of processors
  - InTouch HMI Programming software from Wonderware
  - Siemens 115U-series PLC's
  - Yaskawa GL60S-series PLC's and their model ACGC HMI
  - Atcom 64 Logic Controller from ATC
- Support in-house assembly electricians
- Support field service personnel and customers in North America, Europe, Asia, and South America, including direct customer contact
- Train field service personnel from the U.S.A., Germany, and Japan
- Maintain bills of material

**McKenzie Tool and Fab**  
*Electrician / Electrical Engineering Technician*

Fostoria, OH  
June 1993 – December 1993

- One of two electrical personnel responsible for designing and maintaining control systems on a wide variety of custom machinery
- Installed complete electrical control systems
- Programmed PLC's (AB-SLC150 and AB-SLC500)
- Conducted troubleshooting and testing of products
- Trained customers on machine operation and maintenance
- Provided customer support service and repair

**ABC Machinery Company**  
*CADAM Detailer*

Tiffin, OH  
Summers 1989 – 1992

- Created and modified electrical, mechanical, and plant layout diagrams and assembly drawings

## EDUCATION

**University of Toledo**  
*Bachelor of Science in Electrical Engineering*

Toledo, OH  
March 1993

## REFERENCES (Guide)

Your Name

Contact Information

First Reference's Name

Title

Company

Street Address

City, State Zip

Phone number

Email address (only if cleared with reference as his/her preferred way of being contacted)

Second Reference's Name

Title

Company

Street Address

City, State Zip

Phone number

Email address

Third Reference's Name

Title

Company

Street Address

City, State Zip

Phone number

Email address

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### *HINTS FOR CHOOSING AND WORKING WITH PEOPLE WHO WILL PROVIDE REFERENCES*

- ✓ Choose people as references with whom you have had a GOOD experience. If you did not get along well with a previous supervisor, don't list her/him as a reference! Choose people who think highly of you and who represent different positions or experiences you have had.
- ✓ Contact potential references before you include them on a reference sheet. Ask to make sure they are willing (as well as able) to give a good reference.
- ✓ Before listing a phone number or email address, talk to your references to see how they prefer to be contacted (i.e. their personal extension at work, their private email account, their business email account, etc.)
- ✓ Provide your references with a copy of your resume to jog their memory about you and your qualifications. The more prepared your reference contacts are, the better able they will be to speak about you.
- ✓ ALWAYS THANK YOUR REFERENCES!!!

**REFERENCES (Example)**

**Jane Sawyer**  
12345 Electric Avenue  
Toledo, OH 43606  
(419) 000-0000

Mr. Jim Smith  
Manager, Northeast Region  
The World Company  
123 Elm Avenue  
Perrysburg, OH 43551  
(419) 000-0000

Ms. Sally Jones  
Executive Vice President  
Sally Jones Design  
456 Highway 1  
Bowling Green, OH 43402  
(419) 000-0000  
[sjones@worldemail.net](mailto:sjones@worldemail.net)

Dr. Darren Brown  
Associate Professor  
The University of Toledo  
2801 West Bancroft  
Toledo, OH 43606  
(419) 000-0000  
[Darren.brown@utoledo.edu](mailto:Darren.brown@utoledo.edu)