



School of Engineering

RESUME SAMPLE

The attached is a general example of an engineering student's resume. Remember that every resume will be unique. We all have different skill levels, experiences and attributes that we want to highlight to potential employers.

There are also many different heading sections that can be included in your resume – select the ones that suit you best e.g. if you have plenty of 'Awards & Achievements' include them, if you have a few years 'Additional Employment' that demonstrates your generic/soft skills such as teamwork and communication, include this information. Just be sure to 'target' your information to the employer so that your resume demonstrates your ability to do the job successfully.

FURTHER ASSISTANCE

The Curtin Careers & Employment Centre can assist you further with your resume. We offer a range of support, with some of your options listed below:

- Utilise the information available online through our [website](#)
- Complete the Resume Module online through [Curtin Challenge](#), or in person at a [Professional Development Workshop](#), either as a stand alone experience or as part of the [Curtin Employability Award](#)
- Check out the '[Resumes and Job Applications](#)' resources on CareerHub
- Upload your resume via the [Resume/Cover Letter/Selection Criteria Check](#) on CareerHub. One of the Careers Team will review it for you and provide feedback via email
- Call in and see one of our Careers Officers, no appointment needed. The Careers Officer will provide a 10 minute face-to-face review of your resume. This 'Drop In' service is available at the Careers & Employment Centre (Building 303 Level 2) 8:45am - 5:00pm Monday to Friday.

Jenny Student
20 Sample Road, WA. 6025
0409 012 345
jenny.student@gmail.com

Career Objective

To secure graduate employment within a leading subsea company which focuses on environmental sustainability and continued personal development opportunities. To develop and improve my interpersonal and engineering skillsets in order to make a significant contribution to the organisation I am employed within.

Education

2012 – Current	Curtin University BEng (Mechanical)	CWA: 83.2
2011	Public High School WACE	ATAR: 98.4

Skills

- Excellent communication and interpersonal skills developed from 4 years within the engineering client services industry
- Strong teamwork skills showcased throughout both my professional and academic experience.
- Demonstrated time management and organisational skills, gained from managing my university degree, fulltime work as well as extra-curricular opportunities
- Occupational Health and Safety focus with induction, on site and practical experience following procedures and policies with a focus on a safe work environment.
- Extensive experience with AutoCAD
- Considerable knowledge of SolidWorks

Employment History

2013 – 2014	Super Cool Engineers Mechanical Engineer	<ul style="list-style-type: none">• Analysed gas turbine electronic control system, logic functions and developed a narrative description for gas turbine regulators at Gladstone, QC, and AP LNG sites. Commissioning approval granted and document will be used by for future commissioning approval.• Developed a technical report and risk assessment for regulators by collaborating with hose manufactures of fuel gas hoses installed on gas turbines to verify fuel hoses were fit for use.• Contributed technical information in meeting with clients, quality and compliance engineers regarding commissioning of Curtis island LNG liquefaction facilities.• Assisted FSE to carry out preservation maintenance on LM6000 gas turbines in storage for Wheatstone project.• Supervised a team of contractors employed by whilst carrying out inventory checks and component preservation tasks. Providing daily reports to clients of the Wheatstone project and quality team to resolve material discrepancies.
2011 – 2012	Party Hard Mechanical Engineering Vacation Student	<ul style="list-style-type: none">• Fly in/ fly out, on site rotation assisting fitters to carry out maintenance/servicing of drill rigs, loaders and trucks at Marvel Loch and Flying Fox underground mines.• Collaborated with operators underground to test vehicle emissions by organising a test schedule, daily setup of equipment on vehicles and operating test equipment. Data used to evaluate health implications for underground workers.• Offered an ongoing role within the Perth workshop post vacation program to carry out equipment overhaul maintenance.

Extracurricular and Community Involvement

2014 **Women in Engineering**
Treasurer

- Managed club bank account, budgeting and organisational funds for activities

2014 **John Curtin Leadership Academy**
Project Lead

- Acquired grants, resources and donations from local businesses to run high level fundraising events
- Managed funds and budgeted and optimised the use of available resources, time, grants and other services
- Developed interpersonal skills and engaged with multiple stakeholders by attending extracurricular modules, leadership camps and networking with professionals.

Referees

John Student
Supervisor – Super Cool Engineers
0402 123 456

Sarah May
Manager – Party Hard Mechanical
0403 654 321