

Header:

- 1) Your name should be legible and the largest element
- 2) Be sure your email address is professional
- 3) Be sure to include your phone number and update your voicemail

70%

of well-rated resumes show scope of responsibilities with quantified impact.

ENGINEERING STUDENT NAME

Fort Collins, Colorado area • (970) 555-555 • Civil@rams.colostate.edu
www.LinkedIn.com/in/studentengineering

EDUCATION

Bachelor of Science in _____ Engineering Minor: _____ May 20XX
Colorado State University, Fort Collins, Colorado GPA: 3.604

Relevant Undergraduate Coursework

- Structural: Reinforced Concrete Design
- Steel Design
- Structural Analysis
- Hydrology, fluid Mechanics, and Hydraulics
- Intro to Geo-technical Engineering
- Transportation, Future and Organization

CERTIFICATION

(Passed) Fundamentals of Engineering Exam: State of Colorado Nov 20XX
LEED, Six Sigma, HAZWOPER, First Responder

RELEVANT EXPERIENCE

Senior Design Project

- City Park Neighborhood Park Design* Spring 20XX
- Designed and developed a 6.5 acre mixed use park design for City of Fort Collins, Colorado
 - Engineered aspects such as drainage, grading plan, road design, utility service, water and parking design
 - Collaborated with City of Fort Collins Civil Engineers and Landscape Architects to ensure code compliance and proper permitting with state and county agencies
 - Presented formal design proposal to the City of Fort Collins parks & recreation department

Project Manager, RoverSat Senior Design Project

- Spring 20XX
- Designed, constructed, and programmed autonomous lunar vehicle to accomplish defined mission objectives
 - Completed cost analysis, reliability, feasibility studies to complete vehicle within design tolerances
 - Engineered robust electrical and mechanical systems capable of withstanding a wide range of temperatures, pressures and humid conditions
 - Awarded top design prize at annual Engineering Days competition
 - Presented technical paper summarizing scope of project and implementability

Selected Engineering Design Projects

- Designed and simulated 3D model of a planetary differential using Pro/Engineer
- Designed and built an automated widget machine as part of Mechatronics lab

Engineering Intern

- JR Engineering, Colorado Springs, Colorado May - August 20XX
- Gained first-hand experience with construction site management, observation and construction process
 - Calculated cost estimation and coordinated the bid process with contractors
 - Developed the ability to translate blueprints and construction documents to construction sites

OTHER WORK EXPERIENCE

Operations Specialist

- May 20XX - Jan 20XX
- Wells Fargo Home Equity, Colorado Springs, Colorado

LEADERSHIP & INVOLVEMENT

- Vice President**, Engineering College Council, CSU, Fort Collins, Colorado May 20XX - Jan 20XX
- Increased council attendance and Senate membership resulting in appropriating funds to large project for the college

If better than 2.5

- 1) Must be beyond typical major requirements.
- 2) What's different about you?

Use S/TAR format; focus on actions in detail

Situation/Task

Actions

Result

Situation/Task

Actions

Results

Add technical skills and specific Engineering trademark tools

Show intent by leaving off (passed)

Strategy

Begin bullets with strong action verbs

Focus on achievements

Engineering Keywords/Skills:

For more keywords/skills and examples, go to **Ram Career Tools** at career.colostate.edu

Design Verification
Engineered
Fabricated

Process Methodologies
Computer Skills (be specific)
Tested

Engineering Software (be specific)
Simulated
Analyzed

Hazard Analysis
Optimized
Gov't agencies

Best Practices for Resumes



CAREER CENTER
COLORADO STATE UNIVERSITY

3 MAIN FOCUSES



53%

of hiring managers say it is extremely important that a candidate tailors the resume to the job **AND** stated that they would like to see more **SPECIFIC** examples and details.

USING KEYWORDS

Managers look for these keywords in resume examples



>>> What are HR Managers looking for on a resume?



77%
relevant experience



48%
specific accomplishments



41%
customized to the open position

Sharing Accomplishments



1/5

hiring managers say they've hired someone because of their volunteer experience.



1/3

hiring managers are interested in seeing hobbies and extracurricular interests.

For more resume samples by industry and other information visit career.colostate.edu Resource Center

