**Name**

*Email Address    /*    *Phone Number / LinkedIn (Optional)*

*City and State of Address (If Desired)*

**OBJECTIVE**: Indicate what type of position you’re seeking (e.g., internship), when you are available to work, and the type or work/industry that interests you. Tailor to specific positions/employers when possible. Only needs to be 1-2 lines long.

**EDUCATION**

**Institution;** Location   Expected Graduation Date (Month and Year)

*Degree Level and Major*    GPA

**WORK EXPERIENCE**

**Name of Employer;** Location Dates of Employment  
*Title/Position*

* Include all work experiences, both professional (engineering-related) and other jobs that can be used to highlight your skill set, knowledge, and work habits.
* Always emphasize professional skills, even for non-engineering jobs.  For example, a position working in retail can be used to indicate that you have experience addressing customer needs, contributing to team efforts, and applying integrity.
* Tailor your bullets to include industry jargon and keywords from job postings you are applying to.

**PROJECTS**

**Name of Project/Class** Dates of Work on Project

* Similar to the work experience section, a projects section can be included on a resume to highlight transferable skills. This can include both academic and relevant personal projects.
* A projects section can be particularly effective for individuals with little to no professional (engineering) work experience.

**LEADERSHIP AND ACTIVITIES**

**Name of Organization;** *Role* Dates of Involvement

* Present activities like a work experience and provide bullets (depending on space available) describing your participation, skills used, and impact achieved.

**SKILLS AND CERTIFICATIONS**

* Use this section to list technical and language skills you have.
* Look at job descriptions for positions you’re interested in. If you have the skills or experiences listed there, be sure to include them here.
* It is okay to simply list skills to save space.  Qualify skills (e.g., Proficient in, Expert in) only when it is advantageous due to a high skill level.
* Even a limited amount of skill with certain programs and tools can be important to employers, so include these even if your experience is limited.

**HONORS AND ACCOMPLISHMENTS**

**Name of Award/Honor**  Date(s) Awarded

* It’s best to include award/honors that were earned through active involvement.
* Passive awards like scholarships/Dean’s List solely based on GPA aren’t as important, as you already listed your GPA above, but can be included if you have space.

*NOTE: Additional tips and best practices, along with sample resumes, can be found in   
the Engineering Career Prep Resource in Canvas:* [*https://canvas.iastate.edu/courses/58215*](https://canvas.iastate.edu/courses/58215)