



### Skills – Usually listed after Education at the top

- Refrain from simply listing soft skills or personality traits, these are over-used and do not provide value to the reader, e.g. organized, responsible, creative
- If using soft skills on the resume, then supporting evidence is needed to back-up what is stated
  - Example:
  - Well Organized – created an Excel spreadsheet to track and email volunteers for Society of Automotive Engineers
- Technical Skills section includes names of software and other skills such as: fabricating, welding, C++, Java
- Certifications with the year obtained
- Spoken languages with the level of ability (fluent, conversant or proficient)

### Experience Sections

- Use specific headers like Relevant Experience, Internship Experience, Projects, Research Experience, Entrepreneurial, Leadership, Volunteer Experience, Professional Affiliations (Engineering Society) etc.
- Include the name of the company, organization or school where this occurred, city and state for each listing
- Job title can be listed above or below the company/organization name; be consistent with each entry
- Months and years participating or working for each company or organization
  - Example:

**INTERNSHIP EXPERIENCE:**

**Molex – Chicago, IL**

**September 2017-Present**

**Quality Assurance Engineer Intern**

### Awards or Honors – Usually toward the bottom of the resume

- Could include scholarships earned; provide the name of the organization and the year obtained
- Could be listed under Education section if the award, scholarship or honor is academic based

### Bullet Points

- Individual bullet points need to be used rather than paragraphs
- If a job/internship/volunteer experience has ended, all verbs must be in the past tense (e.g. Managed, Supported, Created)
- If a job/internship/volunteer/research experience is still in progress, as evidenced by the date range:
- “September 2017-Present”, most action verbs need to be in the present tense (e.g. Manage, Support, Create)
- Try to create a minimum of 2-3 bullet points per work or project
- Bullet points do not include personal pronouns, e.g. “I” “me” “my”
- Bullet points are accomplishment statements that are comprised of:
  - Action verb, Details (like adjectives and numbers) and Strong result

**Before:** *Assembled new bicycles*

**After:** *Assembled up to 35 new bicycles of all classes in a month and applied carbon fiber treatments*