First and Last Name

Chicago, IL • (123) 456-7890 • name@uic.edu • LinkedIn URL

EDUCATION

University of Illinois Chicago (UIC) — Expected: May 2027
Bachelor of Science in Mechanical Engineering — GPA: 3.3/4.0

SKILLS

Computer: AutoCAD, ANSYS, Solidworks MATLAB, C/C++
Technical: Soldering, table saw, band saw, drill press, 3D printing, CNC machine

RELEVANT EXPERIENCE

Wight & Company, Darien, IL — May 2025 – August 2025
Building Mechanical Engineering Intern

- Collaborated with Junior and Senior Engineers to develop solutions to challenges in the design process
- Expanded upon existing technical and computer skills to aide with day-to-day activities
- Generated daily reports and meeting minutes for various company projects

TRC Companies, Chicago, IL — May 2024 – August 2024
Mechanical Engineering Intern

- Supported various project tasks including regulatory requirements and reviews, cost analysis, and research
- Performed data entry, management, evaluation, and presentation
- Prepared reports, plans, and specifications for clients

PROJECT

Stair Climbing Robot, UIC, Chicago, IL — November 2025 – December 2025

- Collaborated with a team of 3 to design and build a robot that can detect obstacles and climb stairs.
- Contributed to all parts of the design process, including research, methods, feasibility determinations, prototyping, and building.
- Designed parts of the robot in SolidWorks and 3D printed parts before assembly.
- Programmed robot with Arduino to detect obstacles using an ultrasonic sensor.
- Tested the robot's functionality in multiple environments to ensure quality

AFFILIATIONS

American Society of Mechanical Engineers (ASME), UIC, Chicago, IL — August 2025 – Present
Secretary

- Lead weekly chapter meetings of 30 people and keep track of meeting agenda while creating objectives for the following week based on discussions held
- Record attendance and participation of members through an Excel sheet
- Compile all notes into an accessible folder for members to view

Society of Women Engineers (SWE), UIC, Chicago, IL — August 2025 – Present
Member

- Attend weekly meetings to discuss upcoming events and brainstorm event ideas to get more student involvement
- Assist with organizing outreach events throughout the semester

ADDITIONAL EXPERIENCE

Office of the Registrar, UIC, Chicago, IL — September 2025 – Present
General Office Aide

- Assist students seeking services at the front desk, manage the front desk, and maintain the suite clean
- Answer incoming phone inquiries from current and prospective students

SAMPLE