Oregon TECH

Resume Tips for Engineering Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you customize it for each opportunity. You can customize by changing the Summary, and/or by moving sections around depending on what is most important to the employer.

1. CONTACT INFORMATION

Include your name in a larger bold font (18-24 pt). Underneath your name, using as few lines as possible, add your address, telephone number, email, and your LinkedIn URL if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate.

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2. PROFILE/SUMMARY

This initial section is where you communicate both *what* you are seeking and a few of your *key strengths* related to the position you are seeking. Many employers see Objectives as outdated, so try a Profile or Summary instead (but include a mention of the position you're seeking). A Summary of Qualifications is great for those with more experience (see sample).

Summary

Renewable Energy Engineering junior at Oregon Tech with coursework in (X and Y) and experience designing solar installations seeking summer internship position at (name of company).

3. EDUCATION

List your education next. Include minor, specialization, emphasis or area of interest, and your GPA if it's a strength. Are you a student athlete or member of a club? Are you EIT (Engineer-In-Training) certified? Did you receive a scholarship? On a pre-career resume, consider listing your relevant engineering coursework too.
***NOTE**: employers tell us that if they have a GPA requirement (becoming more common) and you do NOT have a GPA on your resume, you will not be considered. It's safest to include your GPA if it's 3.0 or higher.*

EDUCATION

Oregon Institute of Technology (Oregon Tech), Wilsonville OR
Bachelor of Science in Mechanical Engineering June 2018
GPA: 3.4 Major GPA: 3.7 Dean's List – two quarters

RELEVANT COURSEWORK:
Fluid Mechanics I and II, Solid Modeling, Geometric Dimensioning and Tolerancing (GDT), Thermodynamics I and II, Electric Power Systems, Engineering Mechanics: Dynamics, Machine Design, Heat Transfer, Instrumentation

Rather than a list of individual courses, you may include educational accomplishments:

SKILLS, KNOWLEDGE AND ACCOMPLISHMENTS IN COMPUTER ENGINEERING TECHNOLOGY
- Developed computer vision system in Visual C++ for visual detection of vehicle trajectories.
- Developed fast algorithm to find connected components in real time.
- Developed dynamic shareholding method to improve the segmentation result.

Transfer coursework and degrees are optional. Only include if it adds additional information that strengthens your application by showcasing additional skills. Courses you took at other institutions may be added to Related Coursework.

4. PROJECTS / RESEARCH

Particularly for those embarking on a new engineering career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section. Discuss what you accomplished, and the skills and technology you used to get there.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills.

TECHNICAL PROJECTS – Oregon Tech

Circuit Design Project

- Designed and built operational amplifier, utilizing oscilloscopes, digital multimeters, integrated circuits.
- Tested input and output of different stages for desired specifications.

Research and Writing – Magnetic Recording Devices

- Researched magnetic recording devices, focusing on drive motor firmware.
- Analyzed drive motor current for several drive types.

Aircraft Design Team Project

- Worked with a diverse team to design and build Common Support Aircraft for the Navy.
- Responsible for engine selection and integration, fuel system design, and solid modeling.

5. EXPERIENCE

Use short, descriptive bullet points that begin with action verbs e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. You can highlight either the position or the company, whichever you think is more important.

ENGINEERING EXPERIENCE

Mentor Graphics, Wilsonville OR
Web Administrator Jun 2016-Sept 2016
• Reorganized main website to ensure integrity.
• Designed user interface for transferring paper process to web, increasing customer base by 15%.

-OR-

Lambert Dental Instrument Manufacturer, Medford OR
Data Analyst/Industrial Engineering Intern 06/17-09/17
• Contributed to inventory auto-replenishment project.
• Designed improved dock-to-stock layout and process, decreasing time to customer by 10%.
• Developed electronic quote sheet, resulting in increased efficiency of purchasing.

Experience less related to engineering may still convey many positive aspects of you as a candidate to employers. Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**.

6. SKILLS

This is the place to put "hard" skills, rather than soft skills such as communication or interpersonal skills. These are also valuable, but would be demonstrated in bullet points for your experiences, and in how well you communicate in your application, and your interview.

SKILLS
Programming: Java, C/C++, Visual Basic, Mathematica, HTML, MathML, JavaScript, SQL
Applications: LTSpice, MATLAB, Photoshop, Illustrator, PageMaker, Excel, PowerPoint
Operating Systems: Windows, Unix, Solaris, Linux, DOS
Language: Proficient in Spanish

7. INVOLVEMENT/AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight leadership roles or positions of responsibility. If extensive, include a separate section. If less extensive and all related to Oregon Tech, you may include in your Education section.

Leadership and Involvement
Society of Women Engineers (SWE), Treasurer 2016-2018
American Society of Mechanical Engineers (ASME), Student Member

General Resume Tips:

- NEVER use a template! The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best. See www.oit.edu/career for more info.
- Don't put your contact information in a header: applicant tracking systems won't be able to see it.
- Be organized, and consistent in the format of how you describe experiences.
- Quantify your experiences when possible: Provided tech support to user network of 1,000+ employees.
- Balance your use of text, bullets, blank space and margins.
- Begin all bullets with action verbs; past tense verbs for past accomplishments.
- Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
- Do not include references or "References on request" – it's assumed.
- Within each section, use reverse chronological format.
- One page if possible, two is acceptable if you can take up at least half of the second page.
- Use **boldface** and *italics* selectively to highlight important information; avoid underlining.
- Shading (the little paint can on Word) and borders can make your resume look distinctive.
- Don't insert lines, symbols or other graphics (except bullet points).
- NO typos – get someone else to proofread for you

Portfolio of your work
- ✓ **Use your LinkedIn profile to showcase your awesome work!**
- ✓ An advantage of school projects is that they are non-proprietary (i.e., don't give away company secrets). You can add video, documents, pictures to your LinkedIn profile to really make it come alive and demonstrate the skills that you claim on your resume.

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SUMMARY OF QUALIFICATIONS

- Engineering work experience in a high-tech manufacturing environment
- Experience with the design, installation, and improvement of industrial systems that integrate people, technology, materials, and information
- Extensive hands-on project work involving efficiency, work design and measurement, industrial costs and controls, data management and system design, ergonomics, statistics and operations research
- Experience with customer service, sales techniques, and interpersonal social skills

EDUCATION

Oregon Institute of Technology (Oregon Tech), Wilsonville OR
Bachelor of Science in Manufacturing Engineering Technology June 2018
Major GPA: 3.6 Overall GPA: 3.4 Dean's List – 4 quarters

RELATED COURSEWORK
Automation and Robotics in Manufacturing, Lean Manufacturing, Plant Layout and Handling Systems, Plastic Manufacturing Processes, Thermal Systems for Manufacturing

INDUSTRIAL ENGINEERING EXPERIENCE

Northwest Paper Box Manufacturers, Portland OR
Industrial and Manufacturing Engineering Co-op 03/2017-09/2017

- Designed and implemented a new mixed-model assembly line to accommodate a new product.
- Reorganized inventory system to prevent material shortages while minimizing on-hand inventory.
- Gave several presentations to upper management, supervisors, and team members.

SENIOR PROJECT – Oregon Tech
Developing a Decision Support System Software tool using Microsoft Excel and Access to create a small scale ERP system. The software will have an MRP engine, which will be integrated with financial analysis of customer orders, supply chain costs, direct labor costs, inventory costs and overhead costs.

TECHNICAL GROUP PROJECTS – Oregon Tech

- Developed alternative layouts for C&D Aerospace's Dado Assembly Area while optimizing man hours and material flow.
- Created Material Requirements Planning Program for three product structures containing parts with independent and dependent demand.
- Used Operations Research Techniques to determine the best combination of foods to include in a Meal Ready to Eat (MRE).
- Redesigned an alarm clock to be more ergonomically correct.

TECHNICAL SKILLS

Advanced proficiency in Microsoft Access: Created a database for production systems.
Proficient in Microsoft Excel, Word, PowerPoint, Minitab & CAD/CAM computer systems.

LEADERSHIP / INVOLVEMENT

Vice-President, Alpha Pi Mu - Industrial Engineering Honor Society
Member, Institute of Industrial Engineers (IIE)

ADDITIONAL WORK EXPERIENCE

Server, The Highcliffe, Oregon City OR 1/15-12/17

- Worked 20-25 hours per week while attending school full-time