First & Last Name

(###) ###-#### | email@anydomain.com
Additional Links (LinkedIn, Github) (Optional)

OBJECTIVE (optional):

EDUCATION

Bachelor of Science, _____ Engineering, Graduation Month/Year
Minors, Tracks, or Technical Cores:
The University of Texas at Austin
Overall GPA: #.##/4.00   Major GPA: #.##/4.00 (Only if higher than overall)

Relevant Coursework (optional): Class 1, Class 2, Class 3 (Do not list course number, only class name)

WORK EXPERIENCE (Heading can be modified)

Position, Employer/Organization, MM/YYYY – Present
- Use strong action verbs (click for examples) and use present tense verbs when describing current jobs/roles
- Provide adequate details of your actions
- Quantify items that express magnitude, significance, and relevance

Position, Employer/Organization, MM/YYYY – MM/YYYY
- Use past tense verbs when describing past experiences
- Incorporate transferable skills such as teamwork, organization, etc.
- Describe initiatives taken and/or contributions made through your work

Position, Employer/Organization, MM/YYYY – MM/YYYY
- Include related awards and accolades earned through your experiences
- Qualify skills and incorporate tools/programs used to accomplish tasks
- Visit with an ECAC counselor to have your resume reviewed

Additional Headings (e.g. Projects, Leadership Experience, Academic Experience) (Headings can be modified)

Name of Project/Experience, Course or University, MM/YYYY – MM/YYYY
- Be as technical as possible when describing engineering-related experience
- Establish in-depth knowledge of field of study

SKILLS

List computer-related skills, including programming languages and software (Qualify proficiency, if desired)
Certifications or trainings received
Spoken languages with a proficiency of conversation or higher
Stress a few of your strongest foundational/transferable skills (click for examples)

ACCOMPLISHMENTS (optional)

Honors & Awards, YYYY – YYYY
Scholarships
Active Member (or Leadership Position), Student/Professional Orgs, YYYY – YYYY
Other Activities & Volunteer Work

This resume is only to be used as a template. Please feel free to adjust and change all aspects of this form.