

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