



WARRIOR STRONG



WAYNE STATE  
UNIVERSITY

# **Introduction to Career Services:** *Resume Writing and Interview Preparation for Engineering Majors*

## **Facilitators:**

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February 27, 2025



Career  
Services

# Agenda

- *Career Services Overview*
- *Resume Strategies*
- *Interview Strategies*
- *BigInterview*
- *Resume Review*



# Career Services Overview

<https://careerservices.wayne.edu/>

- Career & Employment Counseling
- Career Readiness
- On-campus Student Employment
- Internship & Part-time Employment
- Professional Employment
- Additional Resources
  - Career Presentations
  - Employer Events
  - Mock Interviews
  - [Make An Appointment](#)



# Key Engineering Skills to demonstrate to Employers

- *Up to date technical skills*
  - *Communication*
  - *Leadership*
  - *Interpersonal*
- *Critical reasoning*
  - *Creativity*
  - *Innovation*
  - *Enthusiasm*
- *Attention to detail*
  - *Resilience*





# What Should an Engineering Major Put on a Resume?

Before submitting your resume, it is advised that you take advantage of a free evaluation offered by Career Services.

What is an Applicant Tracking System (ATS)?

Applicant Tracking System is software that scans your resume for the keywords mentioned in the job description.

As so many people apply for one job role, Recruiters or Employers cannot hand read every resume. ATS allows them to eliminate those candidates that do not meet the minimum requirements.

If your engineering resume is not formatted to suit the ATS software, then you may not be invited for an interview.

As for the content, you want to ensure that your engineering resume includes the following sections or information:

- Contact information
- Objective
- Experience
- Education
- Skills
- Additional information such as memberships, affiliations, hobbies and interests

# Tailoring Your Resume to the Job

When writing out your experiences and skills, use exact words and phrases in the job description.

- ***Reflect on Experience and Past Responsibilities***

- There are lessons learned, and transferable skills in everything we do.
- If you don't have enough engineering-related experiences, think about volunteer experience, class projects or extracurricular activities and clubs.

- **For entry-level roles, include what you did in internships or assignments/projects.**

- If during your education you were part of extracurricular clubs and maintained excellent grades, then you have demonstrated:
  - Time management
  - Personal development
  - Ability to multitask
  - Dedication to learning



# Tips for Open Engineering Positions

- Cater your resume to each job to ensure you include only relevant information for each specific position.
- When possible, denote your accomplishments with numbers or percentages to show how you benefited from previous companies for which you worked.
- Engineers often need both hard and soft skills.
  - Don't forget to include important soft skills for an engineer position, such as communication and teamwork skills.





## Hard Skills

- Bilingual or multilingual
- Database management
- Adobe software suite
- Network security
- SEO/SEM marketing
- Statistical analysis
- Data mining
- Mobile development
- User interface design
- Marketing campaign management
- Storage systems and management
- Programming languages  
(such as Perl, Python, Java, and Ruby)

Hard skills are technical knowledge or training that you have gained through any life experience, including in your career or education.

vs.

## Soft Skills

- Integrity
- Dependability
- Effective communication
- Open-mindedness
- Teamwork
- Creativity
- Problem-solving
- Critical thinking
- Adaptability
- Organization
- Willingness to learn
- Empathy

Soft skills are personal habits and traits that shape how you work, on your own and with others.



## Top 5 Resume Writing Tips

The tips below offer a strategic approach to leveraging your experience and avoiding classic resume faux pas.

### 1. The layout and format is important.

Select a traditional font that is easy to read and use black type against white paper.

### 2. You have 15-20 seconds to shine.

Highlight your key accomplishments and most relevant skills within the top half of your resume, preferably using bullets.

### 3. List your experience in reverse chronological format.

List your present or most recent job first, working backwards unless you have a lapse in employment. In that case, re-arrange your employment history to reflect work relevancy instead.

### 4. Customize your resume to each position.

In your summary statement, immediately state the position to which you are applying for and tailor your resume to reflect your experience for the position accordingly.

### 5. Quantify your accomplishments.

Identify appropriate metrics and include professional achievements that are value-added and specific to each role.



# Andres Keen

## Network Engineer

akeen@email.com

(123) 456-7890

Brooklyn, NY

[Github](#)

### WORK EXPERIENCE

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#### **NewOak** - Senior Network Engineer

January 2015 - current

Brooklyn, NY

- Streamlined the process of troubleshooting and monitoring LAN/WAN activities, leading to an improvement in up-time of 21%
- Charged with building, configuring, installing, managing, and monitoring networking and IP telephony infrastructure related hardware and software
- Improved the response time to incoming incident response tickets by 16% through an automated process that assigns a ticket to the most qualified network engineer
- Wrote technical documentation for processes and infrastructure, leading to a reduction in on-boarding of 3 days for new network engineer hires
- Led weekly "Lunch and Learn" sessions to mentor 7 engineers on best practices around switching, routing, DNS, and IP addressing

#### **Libro.fm** - Network Engineer

April 2012 - January 2015

Miami, FL

- Drove operational efficiency improvements, increasing network efficiency by 13%
- Collaborated with leadership to improve wired and wireless networks to have an uptime of 99.99%
- Reviewed, audited, and on-boarded external vendors into network to manage billions of concurrent network requests
- Implemented regular alerting and monitoring of network performance, which reduced network down-time by 9% through quicker response times
- Worked with clients to build robust firewalls using FortiManager and FortiGate to enable employees to seamlessly work from anywhere while accessing critical resources

### EDUCATION

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#### **Boston College** - Bachelor of Science, Information Science

September 2008 - April 2012

Boston, MA

### SKILLS

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TCP/ IP Networking; Cisco NEXUS / ISE / Prime (WiFi); FortiManager & FortiGate; Amazon EC2 & Direct Connect; Routing protocols - BGP, OSPF, ECMP, MPLS

### CERTIFICATIONS

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- Cisco - CCNA
- Microsoft - MCITP

# ENGINEERING INTERNSHIP RESUME

Seattle, WA  
(206) 366-3432  
your.email@email.com

Motivated Engineering student with 2+ years of volunteer and part-time work experience in renewable energy and a passion for developing sustainable engineering solutions. Proficient in AutoCAD, SolidWorks, and MATLAB. Detail-oriented and analytical problem solver with an eagerness to contribute to Group4 Technologies' success and gain hands-on experience in the engineering field.

## PROFESSIONAL EXPERIENCE

### TELLEVUE CONSTRUCTION LTD

Part-time Construction Worker

Seattle, WA

Aug 20XX–Present

- Operate heavy machinery, such as bulldozers and backhoes, to complete 6 projects within strict deadlines and budget constraints
- Assist with installing and maintaining electrical and plumbing systems for 3 residential properties, ensuring compliance with safety regulations
- Collaborate with the project team to troubleshoot any issues that arise during construction, resulting in a 20% reduction in change orders
- Conducted 90+ quality control inspections and tests to date, ensuring that all work meets industry standards and client specifications

### ENGINEERING COLLEGE SOCIETY, SEATTLE PACIFIC UNIVERSITY

Engineering Volunteer Coordinator

Seattle, WA

Sep 20XX–May 20XX

- Coordinated 5 events, which attracted 200+ attendees and resulted in 36 new members
- Helped develop a solar-powered charging station on campus, which received positive feedback from the university and reduced carbon emissions by 1.5 metric tons per year
- Co-organized ECS's 20XX charity auction, which raised \$10,000 in donations for STEMS Paths Innovation Network
- Collaborated with 4 team members to implement a project to retrofit a campus building with energy-efficient lighting and HVAC systems, resulting in annual energy cost savings of \$5,000

## EDUCATION

### SEATTLE PACIFIC UNIVERSITY

Bachelor of Science in Engineering  
Honors: *magna cum laude* (GPA: 3.8/4.0)

Seattle, WA

Graduation: May 20XX

## ADDITIONAL SKILLS

- Familiar with renewable energy systems and sustainable design principles
- Fluent in English and Vietnamese
- Experience with 3D printing and rapid prototyping
- Understanding of electrical power systems, thermodynamics, and fluid dynamic principles

# ENGINEERING RESUME EXAMPLE

By Resume Genius

(323) 721-1984 harper.stewart@gmail.com

45 Winchester Drive, San Diego, CA, 91945 linkedin.com/in/harperstewart

## resume summary

Mechanical Engineer with 5+ years of experience in lightweight materials innovation, production, and maintenance. Possess a B.S. in Mechanical Engineering from UC San Diego. Seeking to leverage SolidWorks expertise, leadership abilities, and materials development competency in the role of Senior Mechanical Engineer at your company.

## education

May 20XX

**B.S. in Mechanical Engineering**

UC San Diego, San Diego, CA

GPA: 3.8/4.0

## professional experience

Sept 20XX – Present

**MECHANICAL ENGINEER** | SeedSecure, San Diego, CA

- Worked with a team of 10 to ideate, create, maintain, and update lightweight materials, working primarily with carbon fiber composite
- Increased production efficiency by 15% by strategically minimizing bottlenecks
- Trained 3-5 employees/year in non-physical prototyping methodologies
- Ensured strict adherence to OSHA and FDA safety guidelines

Jun 20XX – Aug 20XX

**MECHANICAL ENGINEERING APPRENTICE** | Rathbone Pacific, San Diego, CA

- Researched new materials-generation techniques, compiling and distributing an average of 3 reports/year to the engineering team
- Liaised between design, production, and quality control teams to ensure we met the highest standard of quality during each stage of development
- Consistently maintained a record of <3% production errors through the expert care and precise handling of materials

## additional skills

- Tinkercad
- AutoCAD
- Problem solving
- Inventor CAM
- MATLAB
- SolidWorks

# Active Verbs for Engineering Roles

Devised

Coded

Predicted

Arbitrated

Deployed

Restructured

Tested

Diagnosed

Estimated

Manufactured

Unified

Strengthened

Conceptualized

Calculated

Troubleshooted

Computed

Segmented

Installed

Standardized

Debugged

Visualized

Assembled

Automated

Customized

Extrapolated

Steered

Architected

Engineered

Overhauled

Discovered

Validated

Manufactured



# More Active Verbs

Good active verbs are:	Championed	Trained	Advised	Treated
Collaborated	Improved	Educated	Reduced	Prepared
Cleaned	Partnered	Documented	Recorded	Changed
	Operated	Monitored	Administered	



# Research and Technical Verbs

## Research Skills:

Analyzed, Applied, Checked, Cited, Clarified, Collected, Compared, Critiqued, Deducted, Determined, Diagnosed, Discovered, Dissected, Estimated, Evaluated, Examined, Explored, Extracted, Forecasted, Formulated, Found, Gathered, Graphed, Identified, Inspected, Interpreted, Interviewed, Investigated, Isolated, Located, Observed, Predicted, Read, Researched, Reviewed, Studied, Summarized, Surveyed, Systematized

## Technical Skills:

Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extrapolated, Fabricated, Installed, Interpreted, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Translated, Upgraded, Wrote



# Function and Communication Verbs

- **Function/Task:** Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted, Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Memorized, Monitored, Operated, Organized, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Updated
- **Communication Skills:** Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Rated, Recommended, Reconciled, Recruited, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke, Telephoned, Testified, Translated, Wrote





# BigInterview Demo



# Interviewing Tips

Be  
Authentic

Sell  
Yourself

Be  
Concise

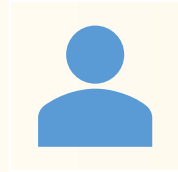
Show  
Enthusiasm



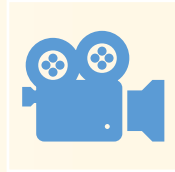
# Interview Types



The Phone Interview



One on One In – Person Interview



The Video Interview



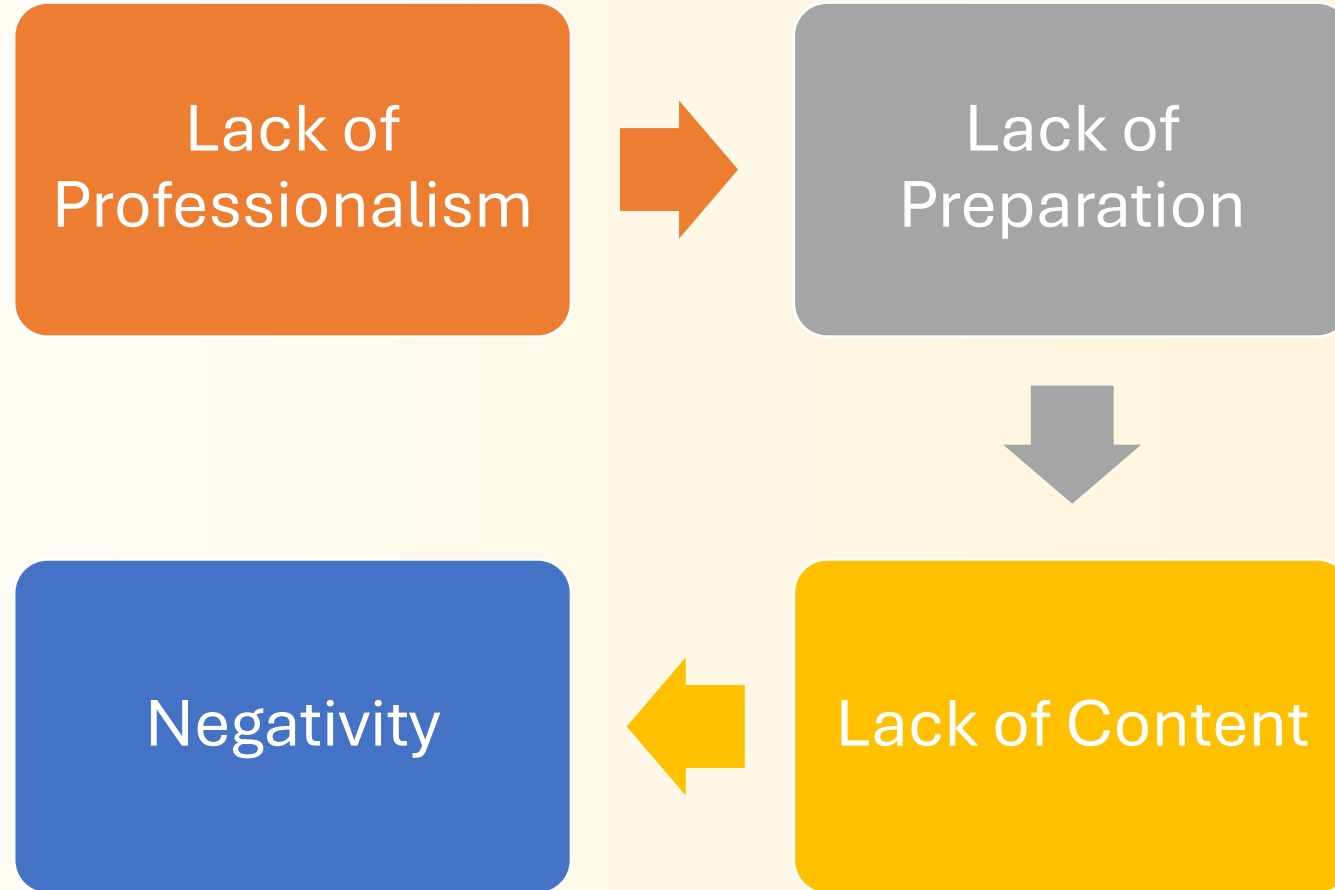
The Panel Interview



The Group Interview



# Common Interview Mistakes







*Jeneen Ibrahim, hz7877@wayne.edu*  
*Arlinda Pringle, ac2000@wayne.edu*

Career Services

Monday – Friday, 8:30 AM – 5:00 PM

(313) 577-3390



# References

- ***Applications and interviews.*** Retrieved from <https://careerservices.wayne.edu/job-seekers/applications>
- ***BigInterview.*** Retrieved from <https://wayne.biginterview.com/>
- ***Resumes, cover letter and references.*** Retrieved from <https://careerservices.wayne.edu/job-seekers/resume>

