COLLEGE OF ENGINEERING
CAREER RESOURCE CENTER

INTRODUCTION TO RESUME BUILDING - GUIDELINES

Formatting Basics

- Use only one font for the body of the resume.
- Use an easily readable font (either Arial or Times New Roman) that is 10-12 pt. Your name may be larger.
- Use formatting, such as boldfacing, underlining, and italicizing for emphasis only and not in combination.
- Abbreviate states with capital letters (MI) when applying for positions within the U.S.
- If including a location outside of the U.S., include the city and country.
- Keep margins and spacing uniform/consistent.
- Length: Resumes should be one page in length until students reach enough experience for a CV (typically PhD level).

Content Basics

- Within each heading, items should be listed in reverse chronological order.
- Headings/sections should be listed in order of importance/relevance.
- Avoid jargon that isn't universal to your field. Simple, common language is best when possible.
- Ensure experience and qualifications are accurately represented.
- Avoid abbreviating names of organizations, titles, and descriptors.
- Include your personal phone number.
- List an email address: use your WSU email and/or a professionally named personal account (ex: first_lastname@gmail.com).
- You should include your customized LinkedIn profile link in your contact information section.
- Do not list references or "references available upon request."

Step-By-Step Resume Section Guide

Heading

- The heading should highlight your name, address (if near the position you are applying), email, and phone number.
- Be sure that the phone number/email you list will be answered by you and has a professional outgoing voicemail message.
- You may also list your LinkedIn address in this section.
- Do not include personal information, such as your birth date, marital status, height/weight, or personal identity information.
- Do not include any pictures or headshots within your resume.
- It is not necessary to include references or indicate that references are available upon request. You should possess contact information for references, however, on a separate document if a company requires it.
- EXAMPLE:

> **FirstName MiddleInitial. LastName**
>
> FL1234@wayne.edu|(111) 222-3333|www.linkedin.com/firstlastname

Objective/Professional Summary

- The use of an objective/professional summary section is optional. If you have a diverse or varied background, it may help to focus your resume and provide clarity to an employer on your career goals, related skills, and the value you can add to the prospective organization.
- If you decide to include an objective/summary, describe the career path that you are pursuing, and your skills/experiences that will enable you to add value to an organization.
- If the objective or professional summary isn't adding clarity and advancing your purpose and resume, remove it.
- Avoid broad/generalized statements, such as "to pursue the electrical and computer engineering field."
- Avoid listing several fields or positions.
- It is acceptable to tailor resumes to different job searches.

Education

- This section should appear first. Start with your most recent educational experience: Wayne State University, College of Engineering.
- Bold university names and spell them out completely.
- List your degree program and graduation date.
- If your GPA is above a 3.0, include it within this section. If your cumulative GPA is not above a 3.0 but your Major GPA is, then you may list this GPA instead as long as it is labeled as such.
- EXAMPLE:

EDUCATION

Wayne State University, College of Engineering   Detroit, MI
Master of Science in Electrical and Computer Engineering   May 2018
GPA: 3.71

Indian Institute of Technology   Mumbai, India
Bachelor of Science in Electrical and Computer Engineering   May 2015
GPA: 9.0/10.0

Coursework
- Any relevant coursework that you include is recommended to be listed under a separate heading or subheading (within Education) as "Relevant Coursework" or "Selected Coursework." Do not simply list every course you've taken. Only highlight those courses that are most relevant to the positions/field that you plan to pursue.
- It is sometimes best to instead include the skills you learned in the courses in a more robust "skills" section.
- EXAMPLE:

RELEVANT COURSEWORK
Energy (Conversion and Utilization)   Energy (Policy and Economics)
Combustion and Air Pollution   Energy System Modeling
Advanced Thermodynamics   Industrial Ecology
Sustainable Engineering   Environmental Life Cycle Assessment

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Skills

- List any relevant skills specific to your field including technical, lab, and knowledge-based skills you can apply to your field. Sub-categorize skills whenever possible. List and label skills and foreign language proficiencies. Do not include soft skills such as "teamwork" or "leadership" in this section.
- EXAMPLE:

> SKILLS
> **Application Software:** MATLAB, Minitab, Maple
> **Programming Software:** C/C++, Java, Python, Visual Basic, MIPS Assembly, Verilog, HTML
> **Languages:** English, French, Hindi

Experience

- A header for each employment experience entry should include the job position or title, organization name, location, and dates. Bold the most important piece of information, typically your job title or the company.
- Experience as a header implies employment experiences. If the information you have previously included in an "Experience" section is not employment, then you should rename the section to more accurately reflect the nature of the entry.
- After the header, describe your experience and results using action-oriented statements. Start each statement with an action verb. You should use consistent punctuation for your bullets.
- Try to write one phrase per line when possible, but no more than two lines per bullet point. Use bullets to indicate new lines. You can review the Action Verbs List (enclosed) for assistance in selecting a variety of strong action verbs for your resume.

> EXPERIENCE
> **Best Engineering Company**   Detroit, MI
> *Engineering Intern*   June-August 2014
> - Led a four-week project evaluating the design of a product in development to identify cost reduction of 10%
> - Developed factory test requirements and participated in factory site visits to oversee successful testing
> - Presented project proposal and findings to senior leadership, resulting in favorable feedback and recommendation for inclusion in the new product's design

- If you do not yet have engineering-specific employment experience, then you would include academic projects, research projects, or other engineering-based experiences within a "Projects" section (see below).

Projects

- Academic and/or research projects can be highlighted on your resume to further provide examples of your experience and to illustrate practical applications of your skills.
- EXAMPLE:

> ACADEMIC PROJECTS
> **Robot Design and Build**   Fall 2016
> Wayne State University   Detroit, MI
> - Designed and constructed circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motors
> - Combined circuits to create a mini programmable robot and successfully programmed the robot to complete a test course with zero failures or errors

Experience and Project Section Tips

- Employers use these sections to assess whether candidates have the appropriate proven results and experience for their organization/position. List your key achievements and add details which show your demonstrated results.
- Begin sentences with action verbs (past tense unless it's a current activity or project), and be specific when detailing your results and the value you added to each experience
- Formula for descriptions:
  - Action Verb + Context (Tell the What) + Result (Outcome/Impact)
- Your resume should encompass the most relevant experience from your undergraduate work to present day. The more current/recent an experience, the more detail you should provide.
- EXAMPLE:
- Combined circuits to create a mini programmable robot that was successfully programmed to complete a test course with zero failures or errors
- Developed MEP 3D model using Revit, collaborated with architectural and structural groups to integrate models in Solibri and performed clash detection to overcome discrepancies in design and model
- Designed a carry-on suitcase that can increase storage capacity by 133% to reduce the need for checked luggage as part of a team of five

Activities, Honors, Publications, Conferences, or Patents Sections
- Activities: List memberships in campus and professional organizations or other activities that show involvement in your academic community or profession. Especially include those in which you had a leadership position.
- Honors, Scholarships, Fellowships, and Awards should be listed, if received. Depending on the type of honor, these honors may be imbedded within other sections or experiences or if varied enough, included as a standalone section. Select only those awards/honors that represent your strengths and are recent.
- Publications can be listed in a separate section if numerous, or under the relevant research/work experience.
- Conference presentations can be listed in a separate section if numerous, or under the relevant research/work experience section to which they apply.
- EXAMPLE:

HONORS & LEADERSHIP
Dean's List, College of Engineering   Spring 2014-Fall 2016
Chapter President, Society of Women Engineers   Fall 2015-Spring 2016

*Adapted from Carnegie Mellon University's Resume Guide and Templates resources.

If you have further questions or would like to have your resume reviewed, schedule an appointment to meet with an Engineering Career Resource Center staff member through Handshake!

handshake

wayne.joinhandshake.com

FIRSTNAME M. LASTNAME

emailaddress@wayne.edu|(111) 222-3333|www.linkedin.com/firstlastname

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