R E S U M E S *for Engineers*

What is a resume?

A resume is a marketing brochure about you. It describes your skills, experience (paid and/or unpaid), and your education. The purpose of an effective resume is to get you an interview.

Is one resume good for all jobs?

Your job search materials should be customized for each position. If your search is focused on one type of position, a single version of your resume may be fine, along with a cover letter that is tailored to your employment target. If you're applying to a wider range of positions, you may need to revise your resume in addition to creating a new cover letter. This customization is essential to your marketing and requires research about the organization and industry.

What is a chronological resume?

The chronological resume is a commonly used format for undergraduate students. The experience section of a chronological resume includes your positions, listed in reverse chronological order (beginning with your most recent position and working backwards). Essential data includes: name of organization, location, your title, and dates of employment/involvement. This is followed by several bullets, describing your skills and achievements.

How is an engineering resume different than a liberal arts resume?

An engineering resume may include specialized section headings such as:

Technical Skills	Lab Experience	Lab Skills	Relevant Courses
Engineering Experience	Academic Experience	Research	Projects or Design Projects

An engineer often includes academic work including a list of courses and relevant project work. This academic experience might be listed before work experience, if they have not yet interned or worked in an engineering environment. Technical skills may also be listed at the top of the resume if required by the position.

What else do I need to know about resumes?

- *Survive the human scan.* Resumes get less than 30 seconds of an employer's time.
- *Survive the electronic scan.* Make sure you have used appropriate jargon and keywords for your field.
- Capture your reader's attention by keeping your resume to a single, easily 'skimmable' page. Check with a Career Advisor about exceptions to the one-page rule.
- Use good quality paper in colors such as white, off-white or neutral if submitting hard copy.
- Check for typos, spelling errors, and grammar usage.
- Include a customized cover letter that demonstrates how you match the employer's requirements.

How do I email my resume?

- Email your resume and cover letter as one attachment (PDF format with your cover letter as page 1 and resume as page 2).
- When emailing your documents to employers, include your first initial and last name in the title of the document. When creating an appropriate subject line for your email, use your name and the position to which you're applying. For example: *Civil engineering intern application from J. Barnum.*
- Include a short note in your email message to briefly introduce yourself, list the position to which you are applying, and indicate that you have attached your application to the email and look forward to connecting with the employer to discuss your skills and experiences.

~Please use Resume Checklist on following page to prepare your document~

RESUME CHECKLIST

FORMATTING & MECHANICS

- Document fits on one page without overcrowding. Check with a career advisor for rare exceptions.
- Font size is 10-12 point and is professional and uniform throughout resume.
- Resume is visually appealing.
- Dates are uniformly formatted, NOT placed in the left-hand margin
- Judicious use of bold, italics, and underlines enhances appearance and readability.
- There are no errors in capitalization, spelling, word usage, grammar, and punctuation.
- Margins are no smaller than .5 inches.
- Entries are listed in reverse chronological order (current to oldest) in each section.

CONTACT INFORMATION

- Includes 1 address, 1 phone number, and 1 professional email address.
- If applicable, contact information may include links to a professional portfolio, website, or LinkedIn page.

EDUCATION

- Education is first section on resume, below contact info. Include honors/awards here (e.g., Dean's List).
- Each educational institution (high school/college) includes name and location (City, State).
- Junior/Seniors' resumes usually omit High School. Check with a career advisor for exceptions.
- Study abroad is listed (institution, country, and dates of study), if applicable.
- Degree, month, and year of graduation are identified (i.e. "Bachelor of Arts, May 2017" or "Bachelor's degree, May 2017," if undeclared)
- Major(s) and minor(s), if declared, are listed.
- Including coursework is optional and can be a separate section. List selected courses relevant to job/internship.
- GPA is listed if 3.0 or higher. Include 2 decimal places. Do not round up.

EXPERIENCE (CAN BE MORE THAN 1 SECTION WITH TAILORED HEADINGS)

- Include paid, volunteer, intern, and extracurricular activities.
- Include 4 items: employer/organization name, location (City, State), dates, and title/role.
- Use a round or square, solid bullet (¾, ¯) to list your accomplishments and skills.
- Start descriptions with strong skill-based verbs (see the next page). Use present tense for ongoing work.
- Phrases are concise and provide useful information. To convey maximum impact, ask yourself, "So what?"
- Use quantitative information, when possible, to prove your results and effectiveness.

SKILLS

- Skills can be listed in a separate category.
- Skills are identified by type, including computer, language, technical, and laboratory skills.
- Proficiency level is included for languages (native, fluent, proficient, conversant).
- Do not include personal attributes or soft skills (e.g., teamwork, communication).

ADDITIONAL

- Include dates of participation for activities. A category of interests is optional.
- If publication section is included, it is appropriately formatted.
- Document does not include use of personal pronouns (I, me, we) or articles (a, the).
- List of references is not included. Do *not* use the phrase, "References available upon request ."

ACTION VERBS

Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

Creative Skills

acted	developed	illustrated	introduced	planned
conceptualized	directed	innovated	invented	revitalized
created	established	instituted	originated	shaped
designed	founded	integrated	performed	

Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

Helping Skills

assessed	counseled	educated	familiarized	rehabilitated
clarified	demonstrated	expedited	guided	represented
coached	diagnosed	facilitated	referred	

Management Skills

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

Teaching Skills

adapted	communicated	encouraged	guided	persuaded
advised	coordinated	evaluated	informed	set goals
clarified	developed	explained	initiated	stimulated
coached	enabled	facilitated	instructed	

Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

HOW TO DESCRIBE PART-TIME JOBS, SUMMER EMPLOYMENT & MORE

You've probably held part-time and summer jobs that provide income yet may not be aligned with your career goals. This work has a legitimate place on your resume. It gives prospective employers an important message about your "soft skills," personality traits and talents such as work ethic, attitude, and teamwork. Never underestimate the value of what you may think of as "*only* a part-time job."

Here are examples of phrases that describe the types of work done by many students. Please review *all* the sections to get ideas about language that you can adapt for 'bullet points' on your own resume.

Administrative Positions & Campus Employment
· Manage administrative tasks from data entry to appointment scheduling
· Greet clients, manage phone system, and order office supplies
· Compile and process detailed patient information for busy health care practice
· Review email communication, prioritize time-sensitive issues, and direct inquiries to staff
· Reduced time for order fulfillment by recommending and initiating new inventory system
· Monitor library and respond to student inquiries about online and print resources

Wait Staff, Bartender & Tufts Dining Services
· Manage dinner operations which serve more than 600 customers nightly
· Supervise and train staff; manage scheduling for two shifts
· Oversee closing procedures including transferring all cash to safe
· Generate positive feedback from customers, resulting in favorable reviews by management
· Promoted from Bar Back to Bartender based on performance and dependability
· Collaborate with team of servers for catered events involving up to 500 guests

Sales & Customer Service
· Increased sales by analyzing customer preferences and recommending merchandise
· Recognized as 'Employee of the Week' in commission-based environment
· Manage cash transactions, process sales returns, and restock inventory
· Train new employees, track inventory, and respond to customer inquiries

Camp Counseling, Classroom Assistance & Childcare
· Planned and led educational, social, and athletic activities for children
· Supervised pre-school children, organized group activities, communicated with parents
· Create calendars, charts, bulletin boards, and other classroom visuals
· Coach child with special needs to develop math, English, and social skills

Resident Assistant (RA)
· Manage dormitory residence of 30 freshmen; counsel students and resolve conflicts
· Design and implement programming for up to 250 students
· Lead weekly meetings and community-building activities

Small Business & Entrepreneurial Ventures
· Conceived and established organization to promote green initiatives on campus
· Launched t-shirt company and built sales using social media and special events
· Expand business by generating referrals from existing clients
· Advise management on use of social media to target new markets

Name
Current Address • Phone number
Home Address • Tufts email

EDUCATION

Tufts University, Medford, MA
Bachelor of Science in Chemical Engineering, expected May xxxx
GPA: 3.67, Dean's List

RELEVANT COURSES

Biomechanics and Materials in Medicine, Gourmet Engineering, Chemistry/Physical Chemistry, Biology, Materials Science, Thermodynamics and Process Calculations, Health Care in America

RESEARCH EXPERIENCE

Villanova Summer Research Institute, Villanova, PA
Researcher, June xxxx- August xxxx
- · Performed epidemiological and population biology research on HIV and Malaria co-infection
- · Gained extensive experience in computer visualization and data analysis
- · Created PowerPoint presentations to convey research results and presented to laboratory managers

WORK EXPERIENCE

Alexander's Twin Pharmacy, Cambridge, MA
Pharmacy Technician and Graphic Designer, June xxxx-August xxxx
- · Developed website for infertility medication information
- · Designed specialty sales brochures and created labels for compounded medications
- · Filled prescriptions and compounded medications

Office of New Jersey State Representative Gary Guear, Hamilton, NJ
Intern and Speech Writer, February-April xxxx
- · Researched and wrote speeches for Representative Guear to give on House floor and at press conferences
- · Organized and managed Cell Phones for Seniors Program

ACTIVITIES

Massachusetts Water Watch, *Volunteer*, Dates
- · Educate community about Mystic Valley River System's water problems; test water for pollutants

International Society for Pharmaceutical Engineers, *Class Representative*, Dates
American Institute of Chemical Engineers (AICHE), *Member*, Dates
Tufts Dance Collective, *Member*, Dates

SKILLS

Computer: CAD, AutoCAD, VBA, JMP In (statistical analysis program), Microsoft Office
Laboratory: Mass Spectroscopy, SDS-PAGE, Gas Chromatography, Cell Culture, HPLC, Gene Cloning

Name
Address
Phone number | Tufts email

EDUCATION
Tufts University, Medford, MA
Bachelor of Science in Chemical Engineering and Mathematics, May xxxx
GPA: 3.2 | Dean's List 5/8 semesters

RELEVANT COURSEWORK
Biotechnology Engineering, Organic Chemistry, Intro to Biomedical Engineering, Chemistry/Physical Chemistry, Cells & Organisms, Structure & Strength of Materials, Applications of Mathematics & Software to Chemical Engineering (MATLAB), Fluid Mechanics, Thermodynamics & Process Calculations, Computer Engineering/Graphics, Quantum Mechanics, Real Analysis, Calculus-Based Physics, Intro to Electrical Systems, Linear Algebra, Calculus/Multivariable Calculus, Differential Equations

WORK EXPERIENCE
Tufts University Math Department | Medford, MA | Date-*Present*
· Prepare assignments for professors of numerous calculus classes, and grade homework

Gibbons Middle School | Westborough, MA | Dates
Substitute Teacher for science, English, ESL, Spanish, and music classes
· Translated science and English study material for Spanish/Portuguese students still learning the English language

Lincoln-Sudbury Regional and Westborough Public Schools | Boston Area, MA | Dates
*Math Tutor for AB/BC Calculus, Pre-Calculus, Multivariable Calculus, Algebra II, Algebra I, Pre-Algebra, SAT I/IC/IIC, and AC*T

Tufts Student Resources | Medford, MA | Dates
· Supervised operations of "The Rez," non-profit, student-run organization on Tufts University campus
· Trained new workers in using equipment and interacting with customers

Alpha Omicron Pi Leader's Council | Medford, MA | Dates
Vice President of Education and Chapter Relations Representative
· Managed educational sessions, forums, and events for AOII members to attend at Tufts University and around Boston Area
· Organized calendar of events for AOII National Board

Natick Mall | Framingham, MA | Dates
Express Sales Associate, Lead all sales associates in opening credit card accounts

COMMUNITY SERVICE
Fundraising America | Medford, MA | Dates
· Organized and headed tribute fundraising event to help raise over $7,000, enabling participation of 100 students in the "American Foundation for Suicide Prevention's Out of the Darkness Overnight Walk" in New York City

Tufts University Pre-Medical Society | Medford, MA | Dates
· Edited application essays for students of Tufts University applying to medical school

Children's Hospital Boston – Miles for Miracles | Boston, MA | Dates
· Ran 2006 Boston Marathon, raising over $500 for Children's Hospital in Boston

Towns of Washington and Quincy | Quincy, MA | Dates
· Sang in Community Sing with other community adults and Washington-Quincy Regional High School Concert Choir

ACTIVITIES
Tufts Math Society | Represent Tufts University in the 200X PUTNAM Competition, nation-wide math competition
Society of Women Engineers (SWE) | Active in advertising and building community among the engineering women at Tufts
Tufts Burlesque Troupe (TBT) & **Tufts Dance Collective** (TDC) | *Leading Soloist & Choreographer*
American Institute of Chemical Engineers (AIChE) | *Member*

Name
Tufts email
Address, Phone number
www.YourNamePortfolio.com

Education
Tufts University, Medford, MA
Bachelor of Science in Computer Engineering, May xxxx
Minor: Philosophy
GPA 3.75, Dean's List all semesters

Skills
Software: MS Office, AutoCAD 14, Sigma Plot
Programming Languages: C, C++, Basic, HTML, JavaScript, Perl, Motif, CGI
Languages: Proficient in Spanish

Relevant Coursework
Data Structures in C++
Multimedia Programming in HTML, JavaScript, Perl. and CGI
Object Oriented Programming in C++ and Motif
Differential Equations

Experience
Tufts University EECS Department, Medford, MA
Teaching Assistant, September xxxx -Present
· Grade homework for Introduction to C Programming
· Teach computer laboratories for beginning programming students
· Provide individual assistance with class projects during open office hours

NZ Applied Technology, Woburn, MA
Laboratory Research Assistant, Dates
· Grew thin ferroelectric films of varying composition on crystal substrates
· Tested materials for electro-optic properties using a 632.8nm He-Ne laser
· Processed and analyzed information and prepared report for publication
· Programmed Visual BASIC modules for data analysis

Circuit City, Framingham, MA
Customer Service Associate, Dates
· Handled complaints as an intermediary between customers and management
· Processed credit applications

Activities
Tau Beta Pi, *Vice-President,* Dates
· Organized technical writing seminar for 35 members
Tufts University, *Unix Systems Administrator,* Dates
Institution of Industrial Electronics Engineering, *Member*

Publication
Structural and Electro- Optic Properties in Lead Magnesium Niobate Titanate Thin Films, submitted for publication to the Journal of Applied Physics in December xxxx

Name
Address • Phone number • Tufts email

Objective   An internship working in development, design, implementation or monitoring of alternative stormwater and/or wastewater treatment projects.

Education   **Tufts University,** Medford, MA
Bachelor of Science in Environmental Engineering, May xxxx
GPA: 3.2
Relevant coursework: Environment and Technology; Applied Mechanics-Statics; Calculus; Chemical Principles

Ridgedale High School, Ridgedale, NJ, June xxxx
National Honor Society, *President*

Experience   **Earthwatch**, Medford, MA, Jan.-May xxxx
Campus Ambassador
- Coordinated logistics for campus environmental awareness events
- Videotaped campus speakers for use on website

WBZ-TV Boston, Boston, MA, May-Aug. xxxx
Assistant
- Contributed to project entitled, "Super Construction/Reengineering"
- Observed newsroom activities, including the writing and editing of stories
- Reviewed page layout under supervision of head engineer

South Shore Music Circus, Quincy, MA, Dates
Secretary, Waiter
- Provided telephone and administrative support to staff and consumers
- Organized orders to ensure fast delivery; provided excellent customer service

Joe's Restaurant, Ridgedale, NJ, Dates
Server
- Adapted to individual personalities to assure customer satisfaction
- Interacted with owner and staff to produce quality team work

Computer Skills   Microsoft Office; C++

Activities   **Engineers Without Borders**, Sept. XXXX -Present
Ridgedale High School, *Yearbook Committee*, Dates
Ridgedale High School Math Society, *Competitive Member*, Dates
Ridgedale Community Services, *Volunteer,* Dates

Name
Address · Phone number · Tufts email

EDUCATION

Tufts University, Medford, MA
Bachelor of Science in Electrical Engineering expected May xxxx
Minor: English Literature
GPA: 3.2/4.0, Dean's List, Henry J. Leir Memorial Scholarship

University College London, London, England
Concentration: Electrical Engineering, Dates

SKILLS

Programming Languages: Assembly, C++, Visual Basic, Avenue
Software: Matlab, AutoCAD, Arcview

RELEVANT COURSEWORK

Microprocessors, Data Structures, Feedback Control Systems, Digital Signal Processing,
Fields and Waves, Communication Systems

PROJECTS

Hybrid Racecar Low Voltage Electronics, Sept.XXXX - present
· Scope viability of 3 different electrical designs to assess most effective implementation

Robotics Academy- Search and Rescue Robots, Sept. XXXX –May XXXX
· Developed microprocessor controls for robots working together to find location
· Collaborated with child development and mechanical engineering students to create robots to use as teaching materials for K-12 engineering education

EXPERIENCE

Minimax Corporation, St. Paul, MN
Intern- ScadaCam Development Department, Dates
· Converted microprocessor controls from prototype version to completed set of controls which will be installed in Arizona and Brazil next year
· Updated embedded 6811 code driving a remotely controlled camera by adding resting pulse width modulation and slow speed positional smoothing interrupts, position query, stop command, temperature averaging, and communications protocol

Jumpstart, Boston, MA
Americorps Member, Dates
· Led classroom activities and curriculum planning meetings with team of ten peers
· Developed innovative ways to communicate with Cantonese and Spanish speaking children

Maier Engineering Inc., St. Paul, MN
Intern – Geographic Information Systems Department, Dates
· Prepared GIS maps for electric utility clients using Arcview
· Reorganized server filing system by streamlining folder naming conventions for greater ease in project management
· Redesigned CAD spec sheets fixing errors caused by multiple authorship

ACTIVITIES

IEEE, Jan. XXXX – Present, SWE, Sept. XXXX- Present, Tufts Corale, Jan XXXX - Present
Formula Hybrid Team, Jan. XXXX – May XXXX, math tutor, Sept XXXX – May XXXX

Name
Address, Phone number, Tufts email

EDUCATION	**Tufts University,** Medford, MA Bachelor of Science in Electrical Engineering/Biomedical Engineering**,** May xxxx Minor: English GPA 3.53, Dean's List
COMPUTER SKILLS	**Software**: Microsoft Office XP, AutoCAD (3D modeling and design), MS Excel, MS PowerPoint, MS Word, Scanning, Writing/Creating CDs **Programming Languages**: Visual Basic, C++, Very High Speed Integrated Circuit Hardware Description Language (VHDL), Register Transfer Language (RTL), Machine Assembly Language with the Motorola 68HC11 and 68HC12 Microprocessor Chips

RELEVANT COURSES & PROJECTS

Electromagnetic Field and Wave Theory (with lab), Math of Linear Systems, Microprocessor Architecture and Applications (with lab), Introduction to Analog/Digital Electronics(with lab), Biomedical Engineering I

Bose Speaker Design Project, First Place Design
· Designed, as part of team, winning speaker based on loudness, clarity and range of frequencies
· Used materials including wood, paper, plastic, rubber, magnets, and copper wire
· Consulted with a professional electrical engineer

Electronic Musical Instrument
· Designed and built an electronic musical instrument with two other teammates
· Programmed computer to interpret the signals based on colors pressed by musician

EXPERIENCE

Stevenson Lumber Co., Stevenson, CT   Dates
Yard Helper/Delivery Truck Driver
· Promoted to delivery truck driver from yard helper after 6 weeks based on performance and dependability

River Restaurant, Derby, CT   Dates
Waiter/Bar Back
· Interacted with wait staff and bartenders to produce quality teamwork and open communication during peak business hours
· Demonstrated adaptability to high pressure environment with strict time constraints

VOLUNTEER ACTIVITIES

Kid's Day, Tufts University	Spring xxxx
Toys for Tots, Tufts University	Fall xxxx
Big Brother/Big Sister, Boston, MA	Fall xxxx
No Homer's Club, Dodge Ball Benefit Game, Tufts University	Spring xxxx

ATHLETICS

Tufts University Varsity Football   Dates
· Selected to NESCAC All-Academic Team
· Selected to NESCAC First Team Special Teams
· Selected to All NESCAC Second Team Defensive Back

Tufts University Varsity Track   Dates

INTERESTS

Snowboarding, Skiing, Hiking, Basketball, Golf, and Cooking

Name

Address • Phone number • Tufts email

Education   **Tufts University**, Medford, MA
Bachelor of Science in Civil Engineering, expected May xxxx
Minor in Engineering Management

Honors   Jackie Robinson Foundation Scholar
Balfour Scholar

Experience   **Gilbane Building Company**, New Haven, CT
Engineering Clerk/Intern, Dates
·   Prepare graphs, maps, and exhibits to support project engineers and program managers who represented the City of New Haven during the building of public schools

Tufts University Admissions, Medford, MA
Program Coordinator, Dates
·   Coordinated a large 2–3 day program encouraging visiting prospective students to apply and enroll at Tufts

Tufts University Development, Medford, MA
Donations Specialist, Dates
·   Contacted alumni and friends of Tufts about contributing donations for Telefund project

Unilever Home and Personal Care-North America, Clinton, CT
Transportation Administrator, Dates
·   Arranged the shipping of Unilever products, resolved product transportation issues
·   Contributed as an active member of a high performance work team

Vector Marketing Corporation, Hamden, CT
Sales Representative, Dates
·   Sold $5,000 of cutlery; scheduled sales appointments by networking

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Professional   American Society of Civil Engineers (ASCE), Student Member, Dates
Affiliations   National Society of Black Engineers (NSBE), Student Member, Dates
Boston Society of Civil Engineers Section (BSCES), Student Member, Dates

Leadership   Black Men's Group
President, Dates, *Senior Class Representative*, Dates
·   Organized first ever meeting with similar groups from 5 other area schools

Community   Habitat for Humanity, Dates
Service   Ÿ   Participated in house building project in New Orleans after Hurricane Katrina

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Computer   **General Programs:** Visual Basic Analysis (VBA), AutoCAD and MathCAD
Skills   **Geotechnical engineering programs**: Stress and BCAF
Structural engineering program: Visual Analysis
Programming Language: C++

Interests   Basketball, football, rugby, baseball; music (Hip Hop and R&B); environmental conservation

Name
Tufts email
Address, Phone number

EDUCATION
Tufts University Medford, MA
Bachelor of Science in Mechanical Engineering, May xxxx

University of Canterbury, New Zealand
Study Abroad Program, Materials Concentration January xxxx – June xxxx

RELEVANT COURSES
Engineering Materials, Applied Mathematics for Engineers, Modern Quality Control, System Dynamics and Controls, Instruments and Experiments, Fluid Mechanics, Dynamics and Vibrations, Machine Design, Thermodynamics, Strength of Materials Technical Writing, Entrepreneurial Leadership

COMPUTER SKILLS
Keynote, AutoCAD, Lab View, Microsoft Office, ClarisWorks, iMic

PROJECTS AND RESEARCH
Tufts University, Microhardness Indentation Testing, Medford, MA
Undergraduate Researcher, September xxxx-present
   · Prepared and performed Knoop and Vickers Test on samples of Epoxy and C. fornicata snail shell

Tufts University Senior Design Competition, Medford, MA
Testing Technician, December xxxx
   · Volunteered to test the senior design project of Senior Mechanical Engineer
   · Designed and implemented tests to check quality and usability of litter suspension system

Mechanical Engineering Project Work, Medford, MA
Assistant, September - December xxxx
   · Machined parts for and assembled Air Motor; designed Lab View program to test efficiency of Air Motor
   · Designed and constructed a violin
   · Constructed Piezo Film and pressure sensors to collect data from African drums
   · Created a dummy drum to play multiple parts at once using data and sensors

EXPERIENCE
Tufts University Center for Engineering Educational Outreach, Medford, MA
Undergraduate Fellow/LEGO Camp Counselor, May - August xxxx
   · Guided individual project construction and Introduction to Engineering Design Process
   · Developed curriculum and prototyping for World's Smallest Steamboat

B'nai B'rith Beber Camp, Mukwonago, WI
Camp Counselor, July – August xxxx
   · Organized three day and one day camping trips for 20 campers aged 12-16
   · Promoted a safe and enjoyable environment for all campers

AWARDS AND RECOGNITION
FIRST Robotics Competition, September xxxx – June xxxx
   · Competed in US National Championships, Epcot Center, Florida
Patent Application for "Wind-Propelled Skateboard", Dates
   · Co-invented and co-built prototypes

ACTIVITIES
Tufts University Robotics Academy, *member,* December xxxx - Present
Race Across Campus, 2nd Place, February xxxx

NAME
Current Address | City, State | Phone number | Email

EDUCATION

Tufts University, Medford, MA
Master of Science in Computer Science, anticipated Date
GPA: 3.87/4.0
Related Courses: Advanced Databases, Software Engineering, Object Oriented Programming, Human Computer Interaction, Artificial Intelligence, Virtual Reality, Biotechnology, Biology, Computational Geometry, Special Topics in Computer Science.

The Hebrew University of Jerusalem, Jerusalem, Israel
Bachelor of Science, Computer Science, Date
GPA: 84/100

ACADEMIC PROJECTS

Microarray Data Analysis: Classification of Human Lung Cancers, Date - Present
· Research various clustering methods in order to classify human lung carcinomas based on microarray experiments.

Identification of Transcription Factors from Primary Sequences, Dates
· Implemented a program to identify specific transcription factors from raw sequence data.

Web Application, Dates
· Designed and implemented auction web site using SQL Server 7, ASP, JavaScript, VBScript on Microsoft InterDev.

COMPUTER EXPERTISE

Development: Java, C, C++, Scheme, Lisp, VB, SQL Server 7, Oracle, MySQL, PostgreSQL, HTML, VBScript, JavaScript, ASP, PHP, XML, Remote Scripting, CSS, ODBC, JDBC, Servlet, JSP.
Platforms: Microsoft Visual Studio 6, IBM VisualAge, Visual Café, JDK, Visual InterDev, Dreamweaver, Microsoft Office.

TECHNOLOGY EXPERIENCE

Tufts University, Medford, MA
Webmaster and Teacher Assistant, Date - Present
· Maintain Electrical Engineering and Computer Science Departments' websites.
· Teach classes and meet individually with students in Database Systems and Computer Graphics.
· Developed web application for the Tufts Computing and Communications Service.
· Maintained and developed web application under supervision of Vice President Office.

ABC Technologies, Tel Aviv, Israel
Software Engineer, Dates
· Developed Web Application involving XML, ASP, VBScript, Jscript, Remote Scripting, and COM objects.

Hebrew University of Jerusalem, Jerusalem, Israel
Software Engineer, Office of Dean of Computer Science   and Teacher Assistant, Dates
· Designed and implemented website database structure for students and faculty use.
· Taught computer languages (Java, C++) to first year students.

ACTIVITIES

Tufts Daily, *Contributing Writer,* Dates
Tufts University Hillel, Dates

Name
Local address · phone number · Tufts email

EDUCATION

Tufts University, Medford, MA
Bachelor of Science in Biomedical Engineering anticipated May xxxx
GPA 3.54

Tufts-in-Talloires, six-week study program in French Alps, MacJannet Scholar, May-June xxxx

ENGINEERING EXPERIENCE

Charles Stark Draper Laboratory, Cambridge, MA, *Undergraduate Engineer*, Dates
- Designed process to fabricate airway stent out of bioresorbable material
- Studied the degradation properties of the bioresorbable material used to fabricate the airway stent
- Imaged nanopatterns deposited on the bioresorbable material with scanning electron microscope (SEM)

Reactive Innovators, Westfield, MA, *Laboratory Assistant,* Dates
- Researched catalysts for oxygen and ozone production in oxygen concentrator and water disinfection unit
- Constructed parts of a chlorination unit for large scale drinking water disinfection

RESEARCH

Tufts BioMedical Laboratory, *Research Assistant*, Dates
- Designed experiments and devices to induce a regenerative response in mammals through the application of an external electric field
- Conducted in vitro and in vivo mouse model studies

EMPLOYMENT

Fire & Ice, Cambridge, MA, *Waitress,* Dates
Cousens Pool, Tufts University, *Lifeguard and Swimming Instructor,* Dates
Lakeside Day Camp, Wellesley MA, *Waterfront and Arts Counselor,* Dates

SKILLS

Computer: Proficient in Final Cut Pro; Adobe InDesign, Photoshop; Microsoft Office
Language: Fluent in Spanish, Conversational French
Laboratory: Tissue culture, histology, microelectrode design, data acquisition systems, in vivo murine studies

INTERESTS

Digital photography, songwriting, skiing, travel (18 countries, 3 continents)

SAMPLE LIST OF REFERENCES

NAME

Current/School Address   City, State, Zip   Phone number   Email

REFERENCES

Mr. George Smith
Senior Engineer
ABC Company
540 Lexington St.
Waltham, MA 02542
781.555.6117
gsmith@abc.com
Mr. Smith supervised my employment for two years at ABC Company.

Dr. Carla Johnson
Department of Chemical Engineering
Tufts University
Medford, MA 02155
617.555.2307
Carla.Johnson@tufts.edu
Dr. Johnson is my Academic Advisor at Tufts University, where she guides me in making decisions about my major course of study and projects.

Ms. Gale Mitchell
Training Supervisor
XYZ Company
49 Brattle St
Cambridge, MA 02138
617.555.2222
gmitchell@xyz.com
Ms. Mitchell was my manager at XYZ Company, and she can best describe my program management experience.

Use the same name/address heading that you have on your resume for your list of references.

Always list a telephone number as it is most likely that your references will want to discuss your previous performance in a phone call.

WHAT IS A "LIST OF REFERENCES" & WHEN WILL I NEED ONE?

- Most employers will ask for "references," which entail a phone conversation with someone who knows your work. In some instances, employers may require written recommendations and will specify this in their job posting.
- Be ready to offer three references from current or former employers, professors who have taught one or more of your courses, and others who have supervised or worked with you in a **professional context**. Do not list family members, neighbors, friends and other personal contacts unless they have supervised your work in a professional or academic setting.
- Check with your references *before* you give their contact info to a prospective employer. Provide them with a copy of your resume, a job description, and the highlights of your work with them that are relevant to the new position.
- Use the same name/address heading as you do on your resume in case it gets separated from your resume and the same color/quality paper for the reference sheet if submitting in hard copy.