ENGINEERING RESUME CHECKLIST

Getting Started

☐ Identify purpose of resume, i.e. internship, job, or graduate school

☐ Familiarize yourself with the job description and/or school program. Write down or highlight key words from the qualifications and preferred qualifications sections that match your skills set.

☐ Plan on a one-page resume; no smaller than 10- to 11-point font; .5-inch margins

Header

☐ Name in bold in 18- to 20-point font

☐ Need Only One Address (optional)

☐ Professional Email, i.e. john.doe@email.com

☐ Phone number connected to professional voicemail and no playback ringtones

☐ LinkedIn and/or website URL (optional)

Education

☐ List most recent degree in progress first; bold degree and include emphasis and minor, if applicable

☐ DO NOT include high school (unless you are in your first year of college)

☐ Include Cumulative GPA (you can also list your Major GPA. If you have a lower GPA, and your GPA has improved, you can state your GPA, then include a bullet that says: maintained (improved GPA number) for past (# of) semesters

☐ Relevant Coursework Subsection (Optional) – List only courses requested in the position description or courses unique to your major

☐ Certifications can be listed in your Education section or listed in its own section

Technical Skills

☐ List Programming Skills: Linux, C++, Matlab, Simulink, Mathematica, VBA, Microsoft Excel, Bluebeam, AutoCAD, REVIT, EPANET, Java, Python, Flash, ImageJ

☐ Software: PSpice, Electronic Workbench, Verilog

☐ Lab Techniques

☐ Machine Shop Skills: Souldering

Relevant Experience

☐ List unpaid or paid related to desired position, i.e. internships, projects, labs, class projects, research

☐ List Project/Internship/Job Title in bold (Starting with most recent experience)

☐ List organization name with City, State

☐ Include dates (Month/Year-Month/Year)

☐ Create 3-6 bullet points for each experience that illustrate accomplishments (no period recommended)

☐ Bullet formula: Action Verb + Task + Result/Accomplishment, i.e. Developed Matlab model of enzyme kinetics in the bloodstream, which led to groundbreaking research in studying drug propagation within body

Leadership Experience

☐ List Title and Organization Name, i.e. **President**, Society for Women Engineers

☐ Same guidelines as Relevant Experience

Professional Memberships/Affiliations

☐ List Organization Name, City, State, Month/Year-Month/Year

Language Skills

☐ List proficient languages; indicate proficiency level

REMEMBER TO PROOFREAD! PROOFREAD! PROOFREAD!

Engineering Career Services
UNIVERSITY OF COLORADO **BOULDER**