

# Name (Bold, 18-20 PT)

Email Address | Area Code Phone Number | Optional: Address, City, State, Zip Code, LinkedIn, Website

## PERSONAL PROFILE (Optional Section)

- Coachable first-year student offering willingness to learn quickly and take initiative on projects to assist in test engineering position
- Recognized by supervisors in part-time position for assessing situations analytically, quickly, and applying effective strategies to resolve problems independently and within teams

## EDUCATION

**Bachelor of Science in [Insert Area of Focus, i.e. Mechanical Engineering]** Boulder, CO

Minor or Concentration

Graduation Date: May 2021

University of Colorado Boulder, Boulder, CO

**GPA: If more than 2.7, list. If less, then meet with a career counselor to discuss strategies for listing.**

*Optional subsections: Selected Coursework; Honors/Awards*

## TECHNICAL SKILLS

AutoCAD, SolidWorks,  
ANSYS, ABAQUS,  
MATLAB, Simulink, SAM,  
OpenStudio, HTML, C, C++,  
C#, JavaScript, Python,

VHDL, Verilog, Assembly,  
Visual Studio, Orcad, Kiel  
Microvision, PSpice, IntelliJ,  
Eclipse, Sublime Text, CLion,  
Subversion, Git, Kali Linux,

Mac OSX, Unix, Linux,  
Fedora (GNOME, KDE),  
Ubuntu, Windows, CentOS,  
Algorithms, Data structures,  
Sharepoint, Project Wise, etc.

## ENGINEERING EXPERIENCE

**Class Project/Internship/Job Title**

Month/Year-Month/Year

Organization Name

City, State

- 3-6 bullets, listing most important accomplishment first
- Bullet Formula: Action Verb + Task + Accomplishment or Value Added
- *Example: Programmed algorithm in domain server resolver class project, digging root server and subsequent servers to obtain IP address, using Python external library OR Earned reputation for being an active voice and organizer in team project, collaborating with 2 other team members to successfully merge two images through developing object-oriented program in graphics manipulation project*

## LEADERSHIP EXPERIENCE

**Team Lead** | Target | Boulder, CO | Aug. 2014-Present

- Received "Recognition Award" from supervisor for training two new employees and demonstrating exceptional communication and leadership skills
- Implemented new system to reduce number of unmarked prices from 15% to 1%

## ADDITIONAL EXPERIENCE

**Tutor** | BOLD Center | CU-Boulder | Boulder, CO | Aug. 2016-Present

- Recognized for excelling in coursework and assisting 10+ peers/week with calculus problems
- Demonstrated ability to be flexible and quickly adapting during busy walk-in hours

## STUDENT AFFILIATIONS

Organization Name, i.e. Society of Women Engineers, City, State

Month/Year-Month/Year

## LANGUAGE SKILLS

Bilingual in Spanish and English



Engineering Career Services

UNIVERSITY OF COLORADO BOULDER