

RESUME FORMAT

PERSONAL CONTACT INFORMATION (HEADER)

*including name, address, one phone number, one email address (no nicknames)

EDUCATION

→ ACADEMIC PROJECTS (including thesis, design projects, course projects/labs)

*think about what skills the employer is looking for and show how you have put them in to practice in these past experiences

→ ENGINEERING EXPERIENCE

*think about what skills the employer is looking for and show how you have put them in to practice in these past experiences

WORK EXPERIENCE *think soft skills

COMPUTER/TECHNICAL SKILLS

LANGUAGE SKILLS

AWARDS/SCHOLARSHIPS

EXTRACURRICULAR ACTIVITIES (i.e. Volunteer, Clubs/Associations, Professional Development, Seminars/Conferences, Public Speaking, Health & Safety Training, Driver's Licence, Certifications)

*think team building/leadership/soft skills

INTERESTS (Optional)

Points to Remember:

How to Organize Section Contents

Degree/Position Title/Design Project Title/Award Name (**Bold**)

Date (include month/year)

Institution/Employer, Location

- 3 - 5 bullets (always lead with action verbs, past/present tense)

In addition:

- 3-4 pages maximum (always include your name, email address, pg # on the second page)
- no sentences/periods; only bullets
- 11-12 font
- be specific
- Main Headers always in **BOLD & CAPITALIZED**; Sub Headings (if used) always **Bold & Lower Case**
- Chronological Order by most recent experience in each section
- Always identify your skill level in the computer/technical section(i.e. proficient in/knowledge of/basic understanding) and language section (i.e. fluent in/conversational abilities in)
- Resumes should ALWAYS be customized to the position you are applying for - everything included should highlight your abilities/skills and show why you are the best person for this position