

# Sample Resume for Engineering Students (jr/sr level)

## Gregory T. Jones

1234 Oak Avenue  
Bowling Green, Kentucky 42101  
(270) 555-1234  
gregory.jones154@topper.wku.edu

**OBJECTIVE:** To obtain an entry-level position as a Mechanical Engineer with ABC Technologies, allowing me to utilize my education and internship experience while gaining valuable work experience in a team oriented environment.

**EDUCATION:** Western Kentucky University – Bowling Green, Kentucky *Anticipated May 2012*  
Bachelor of Science in Mechanical Engineering, Minor: Mathematics  
GPA: 3.2

### SKILLS & QUALIFICATIONS:

- Skilled in Solid Works, Math CAD, Matlab, MS Office, PLC programming and machining
- Knowledgeable in Mechanical Engineering Sciences: Fluid Mechanics, Strength of Materials, Dynamic Systems Analysis, Vibratory Motion, Thermodynamics and Heat Transfer
- Fast learner and independent with strong leadership and critical thinking skills

### RELEVANT EXPERIENCE:

Lord Corporation – Bowling Green, Kentucky *Summer 2011*  
Intern

- Created manufacturing standards that were adopted throughout the production facility
- Aided in facility energy analysis
- Designed fixtures to improve rubber flash material
- Teamed with engineering department to test design of materials; documented findings

Bowling Green Motorsports – Bowling Green, Kentucky *April 2009-June 2011*  
Team Leader/Laborer

- Provided maintenance and preparation of all racecars
- Served as tire specialist and recorded all scale data
- Worked in a team of 10+ crew members to prepare sheet metal work on all racecars and overall upkeep of all radios used by each team member

### ADDITIONAL EXPERIENCE:

ABC Hardware – Bowling Green, Kentucky Customer Service Associate *May 2007-April 2009*

### PROFESSIONAL MEMBERSHIPS:

- American Society of Mechanical Engineers (ASME), 2009-Present
- Society of Automotive Engineers (SAE), 2010-Present

*References Available Upon Request*

## Resume Guidelines

**Contact Info:** This should ALWAYS include your name, address, phone number and email. Your voicemail and email address should be professional.

**Objective:** Your objective should be tailored to the specific job and/or facility for which you are applying.

**Education:** Keep this section as standard as possible and leave off all high school information. Include: name of degree, anticipated date of graduation, name of institution, city/state, and GPA if at least a 3.0.

**Skills & Qualifications:** Consider the skills, strengths, knowledge and competencies you possess as it directly relates to the position. You may also want to use an existing job description to help you brainstorm for this section.

**Relevant Experience:** If you have relevant experience, this is one of the most important parts of your resume. Bullets are preferred over heavily worded paragraphs. Three to five bullets per job is considered the norm. Begin each bullet with an action verb. List in reverse chronological order (starting with your current job and working back).

**Additional Experience:** Use this section to discuss additional work experience and to show some of your work history. Try to touch on transferrable skills that would also be beneficial in the job you are seeking.

**Memberships:** Include organization name and dates of membership.

**References:** Provide only if requested. For now, saying 'available upon request' is appropriate.

**Quick Tips:** Be sure to proofread, checking for spelling or grammatical errors, formatting, consistency, neatness and flow. Avoid using templates and update your resume regularly. Also, remember to tailor your resume to the position for which you apply.