**FIRST NAME LAST NAME**

123 Street Address GitHub, or e-portfolio link Street Address

City, State (abbreviated) Zip Ithaca, NY 14850

Cell: (333) 333-3333 Email: xyz@cornell.edu

**OBJECTIVE**

(Optional. Helpful if your resume doesn’t clearly align with your career goals. See additional information on objective statements listed on the Engineering Career Center website.)

**EDUCATION**

**Cornell University,** College of Engineering, Ithaca, NY **Expected May 20xx**

Bachelor of Science, enter major (or intended major)

Minor(s): if applicable

GPA: include if 2.70 or higher (include 2 decimals); if your major GPA significantly exceeds your cumulative GPA, consider listing both; if you had a personal event/circumstance that greatly affected your overall GPA, consider listing your cumulative and then a semester GPA if it shows improvement (e.g. Overall GPA: 2.5; Spring 2016: 3.2)

**Name of High School, City, State (abbreviated) June 20xx**

Awards: (for example) Top 5% of Graduating Class, National Honor Society, National AP Scholar

***Pro Tip:*** *After sophomore year, remove most of your high school experiences, unless directly relevant to the type of position sought. If your high school is well known and/or you are applying to an organization where alumni from your school work, you may choose to include high school name, location, and graduation date.*

***Relevant Courses:*** Spreadsheet-Based Modeling and Data Analysis; Industrial Data and Systems Analysis; Finance; Marketing Principles; Simulation Modeling; Managerial Accounting

***Pro Tip:*** *List electives and other courses beyond the basics, noting any that are advanced for your year. Limit to 2-3 lines.*

**RELEVANT EXPERIENCE or ENGINEERING EXPERIENCE**

**Name of the organization,** location, T*itle*  start and end date

**Baja SAE Racing Team,** Cornell University, Ithaca, NY, *Member* **Aug. 20xx-Present**

* Collaborate with a team of 6 peers to improve the design of an off-road vehicle frame by reducing the weight 5% while maintaining safety standards
* Secured 1st place finish out of 87 teams at 2013 SAE Collegiate Baja Design Series South competition

**General Electric**, Schenectady, NY, *Global Transportation Intern*  **May-Aug. 20xx**

* Researchedsea and land transportation routes identifying optimal routes based on cost, time, and feasibility
* Proposed 7 alternative international vendors to reduce transportation costs by 80% and lead time by 42days
* Compiled 45-page technical report and analysisand presentedto senior management

***Pro Tip:*** *This section can include any experiences that are relevant to the type of position you are seeking; it may include project team, research, part-time jobs, previous internships, on-campus clubs, etc. For each of your experiences you’ll want to add descriptions. Start each description with a strong action verb (do not use first person or pronouns on your resume). Include* ***what*** *you did,* ***how*** *you did it, and* ***why*** *(for what purpose), focusing on the* ***results*** *and your* ***accomplishments****.* ***Quantify*** *results if you can. Refer to “Action Verbs for Engineers” handout on ECC website.*

**RESEARCH EXPERIENCE**

**Name of Lab or Department, University,** location, *Title* start and end date

**The BioRobotics and Locomotion Laboratory**, Cornell University, *Undergraduate Researcher* **Feb. 20xx-Present**

* Collaborate with a 20+ person team to design and create an autonomous biped robot under Professor Andy Ruina
* Serve as sole member of the Electronics team and design, test, and implement printable circuit boards and other circuitry including microcontrollers, sensors, power sources, and finite-state machines, using CAD software

**LEADERSHIP EXPERIENCE**

**Name of organization,** location, *Title*  start and end date

**Student Council**, Ithaca High School, *President*  **Aug. 20xx-May 20xx**

* Facilitated monthly meetings for executive board of 6 and weekly activities for 60+ members
* Collaborated with 5 student groups to organize campus events that raised $2,000 for local charity

**ADDITIONAL EXPERIENCE**

**YMCA,** Ithaca, NY, *Lifeguard* **June-Aug. 20xx**

**Loaves and Fishes,** Ithaca, NY, *Volunteer* **Sep.-Dec. 20xx**

***Pro Tip:*** *This section can include work experience or other activities that may not be as relevant to the type of position you are seeking, but are worth noting because you developed transferrable skills.*

Other potential sections: **PROFESSIONAL EXPERIENCE, WORK EXPERIENCE, CAMPUS INVOLVEMENT, COMMUNITY INVOLVEMENT, ACADEMIC PROJECTS, ATHLETICS, INTERESTS, etc.**

***Pro Tip:*** *Consider breaking experience into 2 main categories such as SOFTWARE EXPERIENCE and HARDWARE EXPERIENCE or TRANSPORTATION EXPERIENCE and STRUCTURAL EXPERIENCE. These are just a sample of sections you can include on your resume; you don’t need to include them all.*

**SPECIALIZED SKILLS**

Object Oriented Programming (Python, Basic Java); Computer Assisted Design (CADSoft EAGLE); Excel

**Programming Languages:** Java, OCaml, Python, C++, C#, MATLAB, AMPL, C, Perl, Tcl, Simulink, LabVIEW, SQL, PHP, HTML, XML, UNIX, Visual Basic, Pascal, and Alice

**Programs:** SolidWorks, ANSYS, Autodesk, AutoCAD, Adobe Creative Suite, Photoshop, Illustrator, Dreamweaver, InDesign, Professional, Final Cut, Inventor, Inkscape, Excel

**Operating Systems**: Windows XP, Windows 7, Mac OS 9, Linux (Ubuntu & OpenSUSE)

**Circuit Development:** gEDA gschem (schematic software), gEDA PCB (PCB layout software), Multisim, NI myDAQ, PCB construction (photo- and film-resist methods), reflow soldering

**Fabrication Skills:** Operation of lathes and mills (Green Apron machinist at Cornell). Utilization of G code for CNC machining. Experience with arc welding, 3D printing, drills, sawing, wiring, soldering, welding, multimeters, oscilloscopes, and Genie lifts.

**Manufacturing**: Okuma CNC Mill, Bridgeport Knee Mill, Hardinge and DoAll Lathes, general shop machines

**Laboratory Skills**: nanocrystal synthesis, nanocrystal characterization (spectrometer), metal evaporation, spin-coating, external quantum efficiency measurements, device performance measurements (solar simulator).

**Foreign Languages**: Spanish (fluent); French (intermediate)

***Pro Tip:*** *Depending on how many skills you have, and how many categories they fall under, you can combine them, or list them under separate categories within the same section. For language skills, include your level of proficiency (i.e. basic, intermediate, advanced, fluent).*

**Formatting Tips:**

* Minimum font size: 10 point; Minimum margin: .5”, Maximum margin: 1”; make right & left margin the same.
* Spell check: Word does not automatically check words in all uppercase.
* Be consistent, if you abbreviate states and months, make sure you do so throughout your resume.
* Use appropriate tense: present tense if current (e.g. Research); past tense if completed (e.g. Researched).
* Within each category, list experience in reverse chronological order by end date.
* Do not include “References Available Upon Request.”
* Undergraduate resumes should be one page.

**Big Picture: What is the story you wish to tell? What skills are you trying to emphasize?**

***Pro Tips: Resume Review***

It’s helpful to have others look at your resume. Consider what 3-5 things you most want an employer to know about you. Show your resume to a peer, mentor, supervisor, advisor, or professor and ask what stands out when they look at your resume. Are they the same things?

Show your resume to a supervisor, colleague, or project leader and ask if the description you wrote paints an accurate and strong picture of your contributions.

Show your resume to someone with strong editing skills or attention to detail to be sure you don’t have any mistakes.

If you are concerned about your writing skills, seek advice from the Knight Writing Institute.

<http://knight.as.cornell.edu/>