

Engineering Resume Checklist

1. Format

- Easy to scan and follow; your reader should not have to search hard to find information
- Concise (**one page**)
- ½" to 1" margins all the way around page
- 8.5 x 11 resume paper
- No colors or flashy font styles (font size can be 10 – 12 point)
- Looks professional & aesthetically pleasing

2. Heading

- Name is centered and largest font on the page (16-18 recommended)
- Can list both current address and permanent address (centered if you only use one)
- Phone number and professional or school e-mail address
- LinkedIn personalized URL (if you have a complete profile)
- Personal website if it is professional & presentable

3. Objective (Optional)

- If using an objective, it needs to be specific
- States the type of job/industry you are seeking, when, and geographic location
- Avoid pronouns

4. Education

- Only schools from which you received degrees are listed
- Graduate school is listed first (if applicable)
- Degree(s) are spelled out (not abbreviated)
- Major(s), Focus Area (s), and minor(s)
- Graduation month and year is included
- You should include your GPA if over 3.0, can include it if less than 3.0, but be prepared to chat about it

5. Skills

- List software, programming languages, & foreign languages (fluent, conversational)
 - Looking for familiarity; you don't need to be an expert
- Can alphabetize or list by importance or relevance

6. Industry / Engineering Experience

- Include internships and co-ops (#1 on resume to employers)
- Jobs/internships are listed in reverse chronological order (most recent is first)
- Month and year started and ended are included ("present" if still working; Seasons are not used)
- Include the city and state of the job location

- Include your job or internship title
- List major achievements and skills developed/displayed in bullet point format
- Start each statement with an action verb trying to vary each verb
Bullet point formula: "Action verb + Task + Result"
- Utilize numbers and metrics when appropriate
Percentages and numbers can add clarity & value
"which resulted in a cost savings of \$1,500"

7. Engineering Projects

- Share your most meaningful projects whether they are group or individual projects
- It is appropriate to highlight 2-3 engineering projects

8. Campus Involvement

- Name of organization and leadership positions you hold or have held
- List bullet points under leadership roles

9. Volunteer Experience

- Name of organization, role, and bullet points describing what you have done

10. Study Abroad Experience

- Include location, school, and dates
- List or describe courses studied in bullet point format
- Describe any relevant projects in bullet point format

11. Relevant Coursework (Optional)

- Courses relevant to the job are listed (not just in your major)
- No need to list ALL courses, this is not your transcript
- Spell out the name and subject of the course, not the course number

12. Honors and Awards

- Name of honor/award is included (little or no description is needed)
- Scholarships are included
- Dean's list is included (3.7/4.0), # of semesters

Other Section Headers to Consider: Licensures, Certifications, Job Shadowing, Personal Projects (for example, "I built my computer", Achievements, Professional Associations

* References

- Are listed on a separate sheet of paper
- Do NOT include "References available upon request" on resume