

Anita Career

City, State | Phone | email@charlotte.edu | LinkedIn URL

EDUCATION

The University of North Carolina at Charlotte, Charlotte, NC

Bachelor or Master of Science in Civil or Environmental Engineering

May or December 20XX

(List if you have a) Concentration: Structures, Geotechnical Engineering, Transportation, Environmental/Water Resources Engineering, Land Development Engineering, or Energy Infrastructure

*Other information to include may be your minor(s), GPA (overall and/or major, if favorable), relevant courses, certifications, dean's list, scholarships

Related Coursework: (List course names within degree program – should be relevant to position you are applying to)

Structural Analysis I

Transportation Engineering

Geotechnical Engineering I & II

Technical Communication

SKILLS

(List just technical based skills, for example:) AutoCAD, Intergraph, Microstation, ArcGIS, Traffic Signal Cabinet Wiring & Programming, Microsoft Excel

PROJECTS (Course projects, Senior Design project, all in order of most recent to oldest)

(Example) **Team Leader**, *Geotechnical Engineering Project*, Senior Design, Charlotte, NC

August 20XX – Present

- Designing new 40,000 square foot Industrial Park in Mount Pleasant, NC (the park will be utilized with an Operation & Maintenance building)
- Requiring Geotechnical service such as Geotechnical Analysis, Bridge Foundation Design, O&M Building Foundation Design, and Retaining Wall Design

(Example) **Co-Captain**, *American Society of Civil Engineers (ASCE) Steel Bridge Team*, Charlotte, NC

May 20XX – August 20XX

- Led 15-person team over a year to design, fundraise for, and fabricate a 20-foot steel bridge to withstand 2.5 tons with design parameters based on weight, construction speed, and stiffness
- Won 2nd overall among eight universities in the regional ASCE Carolinas Conference and represented UNCC for the first time in ten years at the national competition in Charlotte, NC

Project Title, *Course or Design Project Name*, Charlotte, NC

January – May 20XX

- Describe scope of project in a few bullet points, what **YOU** contributed, what the result was. Don't just describe the project itself, focus on your contributions and skills you had to use.

ENGINEERING EXPERIENCE

(Example)

Water Quality Analyst Intern, *Charlotte Mecklenburg Utilities Department*, Charlotte, NC

June 20XX – Present

- Assisting Industrial Water Pollutant Permitting Inspectors by developing an analysis method to pinpoint pollutant locations in the Charlotte wastewater system

Position Title, *Name of Business or Organization*, City, State

August 20XX - June 20XX

- Describe in detail starting each phrase with a power word, what you did, why you did it, who you did it with, what equipment you used, the results, and what supervision you had or provided to others
- Quantify your results, if possible. Identify personal strengths and skills used to achieve your accomplishments
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination
- Avoid using diluted phrases such as "responsible for" or "in charge of"

NON-ENGINEERING EXPERIENCE (Part-time or unrelated jobs)

Position Title

May 20XX – August 20XX

Name of Business or Organization, City, State

- Focus on describing just transferrable skills gained from the work experience

LEADERSHIP/EXTRACURRICULARS/VOLUNTEER EXPERIENCE

Position Title

August 20XX – May 20XX

Name of Business or Organization, City, State

- List and describe organizations, position(s) held, volunteer work, leadership, campus involvement, or other experiences of value to the prospective employer