Bo Huang

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EDUCATION

Bachelor or Master of Science in Electrical Engineering May or December 20XX
(List if you have a) Concentration: Power and Energy Systems
The University of North Carolina at Charlotte, Charlotte, NC
*Other info to include may be your minor(s), GPA (overall &/or major, if favorable), relevant courses, certifications, dean's list, scholarships

RELATED COURSEWORK (List course names w/in degree program – should be relevant to position you are applying to)
Computer Utilization in C++ Instrumentation and Networks Lab Logic Systems Design Electromagnetic Waves

SKILLS

- (List just technical based skills, for example:) MATLAB, Simulink, Pspice, Multisim, ETAP, Power World Simulator, PSCAD, PSS/E, LabVIEW, Keil uVision, Assembly, C/C++, Python, Verilog, VHDL, Modelism/Questa, Quartus, IAR, Subversion, DxDesigner

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

(Example) **Team Leader**, *Backflow Prevention Device Test Stand*, Senior Design, UNC Charlotte January – May 20XX

- Incorporated a test stand for a Cognex reader for a 2D data matrix that was dot peened onto the surface of a backflow preventer nameplate
- In a team of five, designed a double check valve assembly (Apollo Model DC4A) to maintain a minimum of 1.0 psid across the valve during normal operations
- Hydrostatically pressure tested each DC to ensure there are no casting leaks

(Example) *Transition Conveyor Redesign*, Junior Design, UNC Charlotte August 20XX – December 20XX

- Redesigned the transition to eliminate jams by integrating a new design into the current conveyor control system (PLC Control)
- Tested and troubleshot a design for 55-gallon steel drums for a Charlotte based company (General Steel Drum)
- Provided final design drawings, schematics, and material specifications for General Steel Drum to retain the build

Project Role, *Course or Design Project Name*, UNC Charlotte 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) **Electrical Engineering Intern,** *TE Connectivity*, Charlotte, NC June 20XX – Present

- Supporting Test Engineers to troubleshoot test failures and offer solutions needed to support project progress
- Working to create a Washer Procedure Checklist that will improve the testing process and reduce discrepancies in test results
- Assisting Washer Application Engineer to improve testing standards and maintain testing methods, datasheets/data

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