

Anita Career

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

EDUCATION

University of North Carolina at Charlotte, Charlotte, NC

Bachelor or Master of Science in _____ Engineering May or December 20XX

(List if you have a) Concentration: Biomedical Engineering, Energy Engineering, or Motorsports Engineering

*Other info to include may be your concentration, minor(s), GPA (overall &/or major, if 3.0 or +), 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)

Course Name | Course Name | Course Name | Course Name

Course Name | Course Name | Course Name | Course Name

SKILLS

(List just technical based skills, for example:) Lean Manufacturing 4.0 including ISO 9001, Numerical Computing Language (MATLAB), Webpage Design Languages, Visual Programming Language (Lab View), and CAD Applications/Software, Microsoft Office Suite

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

(Example) **Team Leader, Toiletries Case Project**, Senior Design, Charlotte, NC January – May 20XX

- Designed a 3D CAD Portable Toiletries Case using Creo Parametric based on design specifications
- In a team of three, designed a business webpage using CSS and Java to present a model website for future customers
- Prepared a presentation with proposal and presented to judges, simulating a real-world situation resulting in first place

Co-captain, Asset Storage Solution (Bin & Lockers), Junior Design, Charlotte, NC August – December 20XX

- Led 6-person team that investigated different forms of credential presentations (bio metric, Pin, proximity card, etc.)
- Developed mechanical prototype designs for larger compartment access of various size assets and integrated them into existing Keyper software user interface
- Programmed existing software to operate the mechanical prototype and executed firmware additions to operate the prototype

Project Role, 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.

WORK EXPERIENCE

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"

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

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