

Anita Career

City, State | Phone | email@charlotte.edu

LinkedIn URL

EDUCATION

Bachelor of Science in Engineering Technology

May or December 20XX

(List if you have a) Concentration: Civil Engineering Technology, Applied Energy and Sustainable Systems; Civil Engineering Technology; Electrical Engineering Technology, Applied Energy and Sustainable Systems Concentration; Fire and Safety Engineering Technology, Fire Protection; Fire and Safety Engineering Technology, Occupational Safety; Mechanical Engineering Technology, Applied Energy; Mechanical Engineering Technology

University of North Carolina at Charlotte, Charlotte, NC

- Other info to include may be your minor(s), GPA (if 3.0 or +), relevant courses, certifications, dean's list, scholarships

RELATED COURSEWORK (List course names within concentration– should be relevant to position you are applying to)

Building Information Modeling

Cost Estimating

Construction Project Administration

Infrastructure Systems

SKILLS

- (List just technical based skills, for example:) Proficient in Microsoft Office: Word, Excel, PowerPoint, Access, CAD, C, C++, Java, JavaScript, Python, UNIX, LINUX, administration and performance tuning of application stacks (Tomcat, JBoss, Ruby)

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

(Example) **Team Leader**, *Research & Development of a Material Tracking System*, Senior Design, UNC Charlotte January – May 20XX

- Conducted research to define alternate systems that can automate the process flow in a cost-efficient way
- In a team of six, utilized Engineering Economy principles to do return on investment calculations for potential solutions
- Evaluated solutions, recommended a system to be selected, and developed an implementation plan for this system

(Example) **Co-captain**, *Analysis of Water Cooled Chiller Test Data*, Junior Design, UNC Charlotte May - December 20XX

- Analyzed test data with SAS to determine useful information for the engineering, operations, and marketing organizations
- Led 6-person team that uncovered recommendations from data for changes in test protocol
- Performed wide ranging analysis that included parameters such as trends over time, result differences based on personnel, and other insights found in the data when considered over a long period of time

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) **Fire Protection Engineer Intern**, *Bechtel Corporation*, Charlotte, NC

June 20XX – Present

- Working in multidisciplinary teams to provide support to vital aspects of a project: plant equipment, piping, control systems, regulatory compliance, and life safety
- Collaborating closely with architects and owners from around the world on large complex projects with a focus on sustainability
- Assisting in development of fire protection and life safety engineering solutions for client projects

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"

OTHER 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