

Hanin Abdallah

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EDUCATION

Master of Science in Applied Energy and Electromechanical Systems

May or December 20XX

University of North Carolina at Charlotte, Charlotte, NC

*Other info you may add: your 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)

Energy Generation and Conversion

System Dynamics

Applied Mechatronics

Active Filters

Bachelor of Science in Engineering Technology (or Engineering, Energy, Physics or a closely related field)

May 20XX

Western Carolina University, Cullowhee, NC

GPA: 3.6/4.0

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, UNCC

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, UNCC

August – 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*, UNCC

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 EXPERIENCES

(Example **Energy/Sustainability Engineer Intern**, *Highwoods Properties*, Charlotte, NC

June 20XX – Present

- Assisting with strategic sustainability, energy conservation and benchmarking initiatives, resulting in additional operational expense savings and compliance with requests for program information
- Cataloging current equipment in the building portfolio and evaluating for improvement opportunities
- Utilizing HVAC Building controls software to verify correct operational hours

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