

EDUCATION**Master of Science in Engineering Management**

May or December 20XX

*University of North Carolina at Charlotte, Charlotte, NC***Other info to add may be minor(s), GPA (overall and/or major, if 3.0 or +), relevant courses, certifications, dean's list, scholarships***RELATED COURSEWORK (Just course names w/in concentration or degree program – no need to list Calcs or Physics type courses)**

Introduction to Energy Systems Energy Markets Energy Systems Planning Case Studies in the Energy Industry

Bachelor of Science in Systems Engineering (or closely related technical or scientific field, or business)

May 20XX

*(List if you had a) Concentration: Engineering Management or Energy Systems**University of North Carolina at Charlotte, Charlotte, NC***SKILLS**

- *(List just technical based skills, for example:)* Proficient in Microsoft Office: Word, Excel, PowerPoint, Access, SAS, 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 20XX – May 20XX

- Utilized SAS software tool to analyze test data to determine useful information that can be provided to the engineering, operations, and marketing organizations
- Led 6-person team that analyzed the Carrier test data to determine if there is useful information that can be presented to the engineering department for action or further investigation
- 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 EXPERIENCES**(Example) Project Manager Engineer, BCA Brewing Corporation of the Americas Inc., Cornelius, NC** June 20XX – Present

- Analyzing and planning a potential brownfield brewery project for the South East of the US and potential other projects for TCB Beverages group
- Managing project installation/construction, start up, commissioning, and the effective transfer of technology and training to Brewery operating personnel
- Supervising project engineers, designer/draftsman, and outside consulting engineers as assigned and is responsible for work scheduling, work quality, and performance

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