

Emily Williams

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EDUCATION

Master of Fire Protection and Administration

(Expected) May or December 20XX

The 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 (Just courses w/in concentration or degree program – no need to list Calcs or Physics type courses)

Human Behavior in Fire Fire & Building Codes, Standards, & Practices Fire Protection Systems Fire Failure Analysis

Bachelor of Science in Engineering (or Engineering Technology, Emergency Management, Occupational Safety, Industrial Hygiene, Safety Management or a related technical or scientific discipline) May 20XX

Western Carolina University, Cullowhee, NC

GPA: 3.4/4.0

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) **Fire Protection Intern**, *Michael Baker International*, Charlotte, NC June 20XX – Present

- Analyzing life safety requirements for buildings, including building code compliance, occupant load calculations, and egress analysis
- Assisting the senior fire protection personnel with the planning, design, and analysis of fire protection system
- Completing system design, including piping, valves, and device layout of sprinkler and fire/alarm notification systems

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 experience of value to the prospective employer