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 Mechanical 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)
Engineering Mechanics I Fluid Mechanics Advanced CAD/CAM Manufacturing Systems

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.

MECHANICAL EXPERIENCE

(Example) **Lab Engineering Intern,** *Electrolux R & D*, Charlotte, NC June 20XX – Present

- Supporting Test Engineers to troubleshoot test failures and offer solutions needed to support project progress
- Working to create a Washer Procedure Checklist that improved testing process and reduce discrepancies in test results
- Assisting Washer Application Engineer to improve testing standards and maintain testing methods, datasheets/data

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