Name

Address or city | Phone | Email ***|*** LinkedIn URL

**EDUCATION**

**Bachelor of \_\_\_\_\_\_ in \_\_\_\_\_\_\_\_** Month 20XX

*University of North Carolina at Charlotte*, Charlotte, NC

Minor(s): GPA: #/4.0 (Must be a ≥ 3.0)

Concentration(s):

\*\*Other information to include may be your GPA (overall and/or major, if favorable), certifications, dean’s list, scholarships etc.

**RELATED COURSEWORK** (List a max of 4 course names within degree program – should be relevant to position you are applying to)

**SKILLS**

 (List just technical based skills, for example:) Proficient in Microsoft Office: Word, Excel, PowerPoint, Access, AutoCAD, Land Development, Primavera P3 and SureTrak, Timberline Estimating

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

**Project Role***, Course or Design Project Name*, UNC CharlotteJanuary – 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**

**Position Title**, *Name of Business or Organization*, City, State August 2016 – June 2017

* 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.
* 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** *,Name of Business or Organization*, City, State *MONTH*  20XX – MONTH 20XX

* Focus on describing just transferable skills gained from the work experience

**LEADERSHIP/EXTRACURRICULARS/VOLUNTEER EXPERIENCE**

**Position Title,** *Name of Business or Organization*, City, State MONTH 20XX – MONTH 20XX

* List and describe organizations, position(s) held, volunteer work, leadership, campus involvement or other experiences of value to the prospective employer.