



Resume Tips & Sample Resumes

Jonsson Career Services

Erik Jonsson School of Engineering and Computer Science

Resume Section Information

Contact Information:

- List your name, address/location, visa status, email, cell phone, and website (optional).

Objective:

- Optional, but a good idea to state that you are looking for an internship.

Education:

- List your school, location, degree, major, anticipated graduation.
- Students should have the education section at the top of their resume.
- It is expected that a student's current cumulative GPA is stated on their resume.

Technical/Computer Skills:

- Skills should be in categories that are related to your major.
- List only verifiable skills, ones that were learned in-class.

Relevant Coursework:

- Undergraduate students may list brief course titles of major-related courses.
- Not recommended for graduate students.

Academic Projects/Personal Projects:

- Academic projects = course assignments from major-related courses, student org projects
- Personal projects = technical projects completed outside of class
- Provide the project's name, identify it (brief course title, "personal project"), and timeline.
- Brief description of the project, what technical skills you used to complete it, and any results.

Work Experience:

- Should be paid positions and internship positions. Not volunteering.
- List the position title, company's name and location (city, state), and the timeline that you worked in the position (month and year). Brief description of duties performed, technical skills used, and achievements received.
- List positions in reverse chronological order, with the most recent first.
- If you don't have relevant work experience, it is still important to list non-relevant work experience.

Activities:

- Provide the organization's name, your role, and a timeline.
- Activities section can include memberships, volunteering, competitions, major-related hobbies, etc.

DOs and DON'Ts

Do NOT exceed one page in length.

Do NOT include personal information on your resume (marital status, nationality, gender, date of birth, hobbies unrelated to your industry, etc.).

Do NOT list references. It is acceptable to say "References available upon request."

Do NOT include photos/headshots on your resume.

Do use reverse chronological order when listing work experience, education, etc.

Do update your resume regularly to include recent projects, activities, employment, and your most current GPA.

Do use complete formal university/institution name.

Do proofread your resume.

NAME

Richardson, TX • email@utdallas.edu
xxx-xxx-xxxx • Work Authorization: F-1 VISA
[GitHub.com/example](https://github.com/example) • [Linkedin.com/in/example](https://linkedin.com/in/example)

EDUCATION

THE UNIVERSITY OF TEXAS AT DALLAS, Richardson, Texas
Master of Science in Computer Science

Expected Dec 20xx
GPA 3.6/4.0

UNDERGRAD TECH UNIVERSITY, City, State
Bachelor of Technology in Computer Science & Engineering

April 20xx
GPA 3.7/4.0

COMPUTER SKILLS

Languages : Java, Python, C++, HTML, CSS
Operating Systems : UNIX, MS DOS, Linux, Solaris, Windows
Databases : SQL, Oracle, MongoDB
Frameworks & Tools : OpenCV, TensorFlow, Angular.js, Node.js, Bootstrap, Django
Big Data Technologies : Hadoop, MapReduce, Hive

ACADEMIC PROJECTS

Pacman Project **Artificial Intelligence** **Semester/Year**
Built and coded informed and uninformed search algorithms to find paths for the Pacman through his maze world to reach a goal and to collect food efficiently for single agent and multi agent environments.
Skills Used: Java

Deep Learning Model Optimization **Machine Learning** **Semester/Year**
Optimized the parameters of a deep learning model and reduced both in-sample and out-of-sample errors. Achieved high accuracy for classifying handwritten numbers up to 95%.
Skills Used: Python, TensorFlow, CNN

WORK EXPERIENCE

Intern, Mary Kay Inc., Dallas, Texas **May 20xx-Dec 20xx**
Assisted in the testing process of an E-Commerce suite for Mary Kay Inc.

Project Engineer, Wipro Technologies, Bangalore, India **July 20xx-July 20xx**
Developed an automated test suite to perform Build Acceptance Test for the integrated product using Perl and UNIX shell programming on Windows 2003 and Solaris.

ACTIVITIES

Women Who Compute, Officer **Aug 20xx-May 20xx**
Association of Computing Machinery (ACM), Member **Aug 20xx-May 20xx**

Student Name

example@utdallas.edu
xxx-xxx-xxxx

Richardson, TX
LinkedIn.com/in/example
F1 Visa

OBJECTIVE Seeking an Electrical Engineering internship during Summer/Fall 20xx.

EDUCATION **The University of Texas at Dallas**, Richardson, TX GPA: 3.51
May 20xx
B.S. in Electrical Engineering

- NSF Research Experiences of Undergraduates Scholarship Recipient, 20xx
- Academic Excellence Scholarship Recipient, 20xx

TECHNICAL SKILLS
Programming Languages: C++, Java, Python
Operating Systems: Linux, Mac OSX, Windows XP, Windows 8
Applications: LogicWorks, MATLAB, Xilinx, PSpice, NI LabVIEW, MS Visio

RELEVANT COURSES

Digital Systems	Electric Network Analysis & Lab
Advanced Engineering Math	Electric Devices & Lab
Digital Circuits & Lab	Signals and Systems & Lab
RF Circuit Design Principles	Senior Design I

ACADEMIC PROJECTS **Acoustic Chip Texture Analyzer Team Project**, Course Title Spring 20xx
Designed and built a lab-ready device that can quickly assess chip texture using typical breaking force data and measurement of the acoustic signal. Personal primary responsibilities included research and selection of electronic components and audio signal processing.

Circuit Design, Course Title Spring 20xx
Translated set of design specifications into a functional circuit schematic.
Technologies (Skill Sets): CAD: Logic Works

Robot Design, Course Title Fall 20xx
Built and coded robots to perform various functions specified by professor.
Technologies (Skill Sets): Java, C/C++, NTX testing software

PERSONAL PROJECTS **Wireless Comm**, Personal Project Summer 20xx
LabVIEW Simulation of a Simplified LTE OFDM.
Simulate a 4G wireless communication system using LabVIEW and obtain BER plots.

WORK EXPERIENCE **RF Engineering Intern**, **Employer**, Location Timeline
Created RNDCIQ for scripting teams and work with plumbing diagrams of UMTS hardware.
Developed and modified various tools and Macros to increase efficiency of Optimization Teams and track site readiness. Utilize MapInfo and MCOM to add/delete neighbors and perform site audits as part of pre-launch optimization.

Sales Associate, **Employer**, Location Spring 20xx - Fall 20xx
Responsible for maintaining outstanding service to each customer by providing a friendly environment. Maintained solid product knowledge and all other aspects of customer service.

ACTIVITIES Society of Hispanic Professional Engineers (UTD), Member Timeline

Student Name

Richardson, TX

first.lastname@gmail.com

xxx-xxx-xxxx

EDUCATION **THE UNIVERSITY OF TEXAS AT DALLAS**, Richardson, Texas **GPA: 3.8**
Bachelor of Science in Mechanical Engineering December 20xx

COLLIN COLLEGE, Plano, Texas **GPA: 3.5**
Associate of Science in Engineering May 20xx

TECHNICAL SKILLS
Programming Languages: C, C++, Java
Modeling Software: AutoCAD, Pro-e, Solid Works, Creo (Pro Engineer)
Analysis Software: Ansys

RELEVANT COURSEWORK

Statics and Dynamics	Mechanic of Materials
Advanced Engineering Math	Fluid Mechanics
Computer Science(Java)	CAD & Lab
Thermodynamics	Strength of Materials
Applied Heat Transfer	

ACADEMIC PROJECTS

3D Printed Kinematic Hand	Course Title	Spring 20xx
Designed a mechanical hand using CAD modelling in Creo that taps fingers in a continuous rolling motion. Performed kinematic analysis through CAD simulations to study position, speed, and torque through entire range of motion.		

Mosquito Robot in 3D	Course Title	Fall 20xx
Designed, 3D printed, and assembled Mosquito Robot by using extrude, surfaces, curves, revolve, and sweep features on Creo Parametric 2.0.		

PERSONAL PROJECTS

Internal Combustion Engine	Personal Project	Summer 20xx
Analyzed and designed the 3D model of internal combustion engine having a three valve cylinder head. Manufactured parts of the engine and assembled to present the engine as a working model.		

ACTIVITIES

Delta Epsilon Iota academic honor society, Member	20xx Present
IEEE IAS Electrical Safety Workshop, Volunteer	March 20xx
UTDallas Career Expo, Volunteer	February 20xx