



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.

*GPA (if using) should be direct quote from ORION without rounding.
*It is optional but including a statement on your objective (seeking internship) is a good idea.

NAME

Richardson, TX • email@utdallas.edu
Mobile: xxx-xxx-xxxx • Work Authorization: F-1 VISA
GitHub: github.com/example • LinkedIn: linkedin.com/in/example

Education

THE UNIVERSITY OF TEXAS AT DALLAS, Richardson, Texas Expected
Dec 20xx
Master of Science in Computer Science, **GPA 3.6/4.0**

UNDERGRAD TECH UNIVERSITY, City, State April 20xx
Bachelor of Technology in Computer Science & Engineering, **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. | | |
| <u>Skills used:</u> 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%. | | |
| <u>Skills Used:</u> 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 |

*GPA (if using) should be direct quote from ORION without rounding.
*It is optional but including a statement on your objective (seeking internship) is a good idea.

Student Name

1111 Street Name
Richardson, TX 75080
Cell: xxx-xxx-xxxx

Email: example@utdallas.edu
Work Authorization: F1 Visa
Linkedin: linkedin.com/in/example

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

EDUCATION **The University of Texas at Dallas**, Richardson, TX GPA: 3.51
B.S. in Electrical Engineering Anticipated Graduation: May 20xx
• NSF Research Experiences of Undergraduates Scholarship Recipient Timeline
• Academic Excellence Scholarship Recipient Timeline

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 Member of Society of Hispanic Professional Engineers at UTD. Timeline

*GPA (if using) should be direct quote from ORION without rounding.
*It is optional but including a statement on your objective (seeking internship) is a good idea.

Student Name

Richardson, TX
U.S. Citizen

Cell Phone: xxx-xxx-xxxx
Email: first.lastname@gmail.com

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 Mechanics 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