Engineering Career Center
Resume Guide

- Information all resumes should include:
  - Contact Information
  - Objective
  - Education
  - Professional or Volunteer Experience
  - Technical Skills

- Additional information that sells a person
  - Technical Projects
  - Related/Current Coursework
  - Professional Organizations or Leadership
  - Honors/Awards/Achievements

- Tasks/duties should be stated using industry terms and action words.
  - Use proper verb tense of action words.
  - Present tense: *design*; Present participle tense: *designing*; Past tense: *designed.*

- Resume should be aesthetically pleasing, with appropriate use of spacing, bold and italics; limit use of contractions, abbreviations and acronyms.

- Resume should be error free.

- Things to be mindful of when creating the resume:

  - **Format**: Layout of resume, sections or subsections should be clear and follow the same patterns. Make sure your resume does not look too crowded or seem too heavy on one side; ensure margins are not too wide or narrow, style of font and/or font size is appropriate/ professional and that tabs are set for columns, placement of dates and locations of jobs.

  - **Consistency**: Consistently format section titles, state/country references (abbreviated or spelled out), dates (August 2010, 8/2010, Aug 2010), font style and font size.

  - **Subjectivity**: Avoid subjective opinions (energetic, fast learner). A resume has far more impact if limited to facts.

  - **Grammar**: Use correct grammar, verb tense in tasks/duties, capitalization of proper nouns (AutoCAD, Houston, Engineering Intern, Wheeler Avenue), punctuation (no periods after abbreviations; watch for use of commas, colons and semicolons); do not use confusing or inaccurate phrasing.

  - **Spelling**: Proofread resume to check for spelling and typographical errors. Have your resume critiqued by a professional.

- **Objective**: Should be a concise, 1-2 line statement, such as "***To obtain an entry-level field engineering position." or "Seeking a mechanical engineering internship***."

- **Priority Order/Sequencing**: Students should consider "Priority Order" when deciding on sequence of sections. "Priority Order" means listing information on a resume according to what is most important and of interest to employers. This applies to job duties too. ***Example***: Technical Skills are more important that Honors/Awards, therefore, the technical skills section on your resume should appear before your awards.

- **Education**: Too many educational entries can become confusing and unclear.
  - Remove all high school information after completing two years of college.
  - Employers are not very interested in an unrelated associate's degree or prior colleges attended for which the student did not earn at least a bachelor's degree.
  - Include GPA if over a 2.75.

- **Technical Projects**: Engineering class projects can enhance a resume.
  - Use the PAR (problem-action-results) method to describe tasks performed or skills learned.
  - Use bullets, actions words and industry terms when describing tasks and actions performed.

- **Work Experience**: Provide detailed information of duties performed on the job. Stay away from terms like: responsible for; duties included; my tasks were to.
  - Use 3-5 bullets to describe skills and tasks; stress accomplishments.
  - Use action words and industry terms.

- **Chronology**: Education and Work Experience sections should begin with the most recent or current information first, then progress in reverse chronological order.

- **Action Verbs**: Begin each "task/duty" statement with an action verb; this is a more powerful way of stating duties and puts more emphasis on what students actually did or accomplished.

- **Achievements**: Achievements are more impressive if quantifiable results are included, (eg. # of customers served, $ saved, % quality improvement, etc.).

- **Skills**: Skills can include computer, equipment and languages and should be presented effectively. All sections should be clear, concise, necessary and as brief as possible.

- **Length**: Preferred length is one page; employers seldom read past the first page at the campus level of recruitment.

- **References**: References should not be included on a resume; references should be captured on a separate document.

Suggestion

- If student ***is a U.S. citizen/resident*** and name is questionable, add citizenship status to contact information section.
- If student ***is not a U.S. citizen/resident*** do not include citizenship status on resume.

DANIEL STAFFORD

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Houston, TX 77022   dstafford@uh.edu

OBJECTIVE

To obtain the Process Engineer position with Parsons Energy and Chemicals.

EDUCATION

Master of Science, Chemical Engineering – Expected May 2015
University of Houston, Houston, TX
- GPA: major 3.55, cumulative 2.75
- **Courses**: Advanced Reaction Engineering, Advanced Process Control, Reaction Kinetics for Industrial Processes, Operations Research – Optimization Methods, Chemical Processing for Microelectronics.

Bachelor of Science, Chemical Engineering – Awarded December 2008
- Minor: Chemistry, Curriculum Focus: Process Control
- Texas A&M University, College Station, TX

RESEARCH AND DESIGN PROJECTS

Advanced Reaction Engineering Course
- Evaluate chemical processes and equipment utilized for reactor system.
- Analyze heat transfer and pressure drops in packed reactor beds.
- Review calculations, charts, and flow diagrams to analyze impact of heat loss from reactors on electronic components.

Advanced Process Control Course
- Designed and specified chemical process equipment for pressure vessel relief system.
- Performed calculations, basic preliminary analysis and evaluated equipment suppliers.

TECHNICAL SKILLS

Computer:
- Programming Languages: C, C++, BASIC, Visual BASIC, FORTRAN, MATLAB
- Publishing Languages: Latex, HTML, JavaScript
- Application Software: MATLAB, Mathematics, Eclipse, Microsoft Office
- Operating Systems: UNIX, DOS, and Windows

Numerical Methods: Finite Elements, Finite Volumes PED Integration, SIMPLEX and Interior Point Optimization Methods

HONORS

- Tau Beta Pi National Engineering Honor Society – Inducted September 2009
- Omega Chi Epsilon Chemical Engineering Honor Society – Inducted November 2009
- Cullen College of Engineering Merit Scholarship Recipient – Awarded August 2007

COMMUNITY SERVICE

- Oak Hills Elementary, Houston, TX – Tutor students in Mathematics and Science; Utilize visual aids to instruct courses; Assist teacher with lesson plans – August 2002 – Present

Sidney A. Spiller

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302 Engineering Road Apt # 159 • Houston, TX 77004

OBJECTIVE	To obtain an internship in civil engineering - interests in the transportation industry.
EDUCATION	University of Houston, Houston, TX **Major: Civil Engineering** Classification: Sophomore Cumulative GPA: 3.28 Expected Graduation Date: May 2019

DESIGN PROJECTS

- **Ball Launcher:** Designed, developed and tested a prototype that could launch a ping-pong ball 30 feet into a 4 gallon bucket, with limited supplies.
- **Climbing Device:** Crafted, perfected and presented a device that climbed up a ramp, held at an angle of 45 degrees; reported findings and created graphs of accuracy of the device.
- **Toothpick Tower:** Constructed a tower, made of toothpicks connected by marsh mellows, that held a specified amount of weight for a given amount of time.
- **Rube Goldberg Project:** Created a multi-step project, in which subsequent steps totally depended upon the preceding step, which had a final goal of ringing a standard restaurant bell.

SKILLS

- *Design:* Drafting, AutoCAD, CATIA
- *Programming:* Matlab, Force, Fortran
- *Software:* Word, Excel, Powerpoint

WORK EXPERIENCE

University of Houston, Houston, TX   July 2012 – August 2015
Pre Calculus/Engineering Facilitator
- Enhanced arithmetic skills and provided assistance on technical subject matter to college incoming freshman.
- Promoted increase of the knowledge of the Engineering Design Process to college freshman.

H-E-B, Bay City, TX   May 2010 – July 2012
Customer Service Assistant
- Recognized as Employee of the Month 2nd and 3rd quarters of 2011.

Bay City ISD PALS Organization, Bay City, TX   September 2008 – May 2010
Mentor
- Developed strong interpersonal skills through counseling intermediate school students in community, social, family and educational subject matter.
- Tutored elementary school students on mathematical concepts.
- Provided training material and utilized real-life concepts to promote understanding of subject area.
- Facilitated communication and relationship building between teachers and students to improve learning environment.

MEMBERSHIPS and AWARDS

• *Treasurer*, Alpha Lambda Delta Honor Society	2008 – Present
• *Member*, National Society of Black Engineers	2006 – Present
• *Member*, Program for Mastery in Engineering Studies	2006 – Present
• *Recipient*, Louis-Stokes Advancement of Minority Participation Scholarship	2006 – Present
• *Recipient*, Academic Excellence, Engineering Merit and Cullen Leadership Scholarships	2006 – Present

Julia McNeal

Status: Permanent Resident
1059 Delmar Boulevard #5621 ♦ Ithaca, TX 74850
jmcneal@mail.uh.edu ♦ 713-743-4230

OBJECTIVE

A *mechanical engineering* internship utilizing my leadership, interpersonal, and organizational skills.

EDUCATION

University of Houston, Houston, TX
Bachelor of Science, Mechanical Engineering
Minor: Resource and Managerial Economics
Expected Date of Graduation: May 2018
Cumulative GPA: 2.48   Spring 2016 GPA: 3.34
Financing 100% of education through employment and student loans

TECHNICAL SKILLS

AutoCAD, Fortran, MATLAB, PSpice, Word, Excel, Access

SUMMARY OF EXPERIENCE

Leadership
- Supervised all store operations during manager's absence.
- Arranged and directed marketing events for Agway and the American Red Cross.
- Trained employees in the mortgage processing department.
- Elected New Student Directory editor and determined directory content, layout and format.
- Selected company to publish student directory through competitive bid process.

Communication
- Negotiated publishing company contracts with professionals for the directory.
- Interacted with local and regional Red Cross offices.
- Motivated more than 40 shoppers to donate canned foods.
- Aided customers by providing loan pay-off figures, payments, interest and credit data.

Initiative
- Re-merchandised several department sections to help improve sales.
- Devised efficient method for recycling paper for mortgage processing department.
- Designed poster that aided in recruiting new fraternity members.

Analysis
- Created managerial accounting budget using Lotus 1-2-3.
- Organized and analyzed credit reports and verified deposits, loans and employment.
- Conducted research to locate customers' check information.

EMPLOYMENT EXPERIENCE

Management Intern	Agway Inc.,	Concord, TX	09/2014 – Present
Mortgage Processor	Compass Bank	Bedford, MA	05/2012 – 08/2014
Loan Servicing Clerk	Compass Bank	Bedford, MA	03/2010 – 05/2011
Deposit Services Clerk	National Bank of Fairhaven	Acton, MA	Seasonal 2008 – 2010

Caleb Forde ● 302 Engineering Court, Houston, Texas ● 713-743-4230 ● cforde@mail.uh.edu

OBJECTIVE To receive an *industrial engineering* internship for summer 2010.

EDUCATION

University of Houston, Houston, TX
Pursuing **Bachelor of Science, Industrial Engineering**
Expected Graduation Date: December 2020
Cumulative GPA: 3.24   Major GPA: 3.42

WORK EXPERIENCE

Kellogg, Brown & Root, *Engineering Intern*, Houston, TX   September 2015 – Present
- Worked with Construction Support Group on operator control testing and listing of all pertinent personnel.
- Redesigned warehouse facilities job shop by restructuring overall process layout.
- Provided three possible alternative industrial warehouse layouts for evaluation and approval.
- Determined use of space for new warehouse layouts in current facility and will translate to new warehousing location.

PROMES*, Facilitator Assistant*, Houston, TX   August 2010 – May 2011
- Facilitated four courses in chemistry and engineering laboratory for 20-30 engineering students.
- Scheduled and graded examinations and homework assignments for freshman and sophomore students enrolled in the Program for Mastery in Engineering Studies (PROMES).

Hallmark Cards, *Industrial Engineering Intern*, Center, TX   May 2010 – August 2010
- Designed new facilities layout for the manufacturing plant utilizing CATIA.
- Developed safety standards for plant's preventative maintenance program.
- Projected the optimal replacement of machines and lighting fixtures using engineering methods to determine optimal use.
- Designed standard matrix for glue banding machines and provided analysis of six woodworking facilities to CFO's $44K indirect variable budget.

Texas Instruments, *Industrial Hygiene/Sampling Intern*, Stafford, TX   May 2009 – August 2009
- Tested facility for possible asbestos contamination and identified possible problems.
- Delivered final summation presentation of data collection and sampling analysis.

TECHNICAL SKILLS

- ***Training:*** Lean Manufacturing, Six Sigma Blackbelt
- ***Simulation:*** ARENA, MATLAB
- ***Design:*** CATIA, CAD

LEADERSHIP

- Publicity Chair, Society of Women Engineers   2010 – Present
- Finance Committee Member, National Society of Black Engineers   2010 – Present
- Member, Institute of Industrial Engineers (IIE)   2010 – Present
- Member, Society of Hispanic Professional Engineers (SHPE)   2010 – Present

EDUCATIONAL PROJECTS

- Event Simulation Project using ARENA software.
- Simulated layout for Visible Changes hair salon and provided viable alternatives for best use of space.

Anthony Kent

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Objective

Seeking internship opportunities to broaden knowledge of ***electrical engineering***.

Education

University of Houston, Cullen College of Engineering – Houston, TX
Pursuing Bachelor of Science, Electrical Engineering
Classification: Freshman – Expected Graduation Date: May 2015
Overall GPA: 3.15

Mt. Carmel Senior High School – Houston, TX
High School Diploma – Awarded: May 2010
Overall GPA: 3.32

> **Note**: After two years of college, remove all high school information, honors, awards and activities

Work Experience

Lifeguard and Swimming Instructor, YMCA, Pearland, TX, May 2008-present
- Maintained constant surveillance of patrons in the facility, in order to ensure safety.
- Acted immediately and appropriately in the event of emergency, by providing emergency care and treatment as required until the arrival of emergency medical services.
- Performed various maintenance duties as directed to maintain a clean and safe facility.

Volunteer Experience

- Coordinated activities for Science and Math Club.
- Scheduled volunteers for Homecoming Festival for events, booths, and food-ticket sales.
- Participated with Habitat for Humanity in South America building 25 new homes in 60 days.
- Answered incoming calls and documented donations for Channel 13 Race for the Cure Campaign.

Skills

- Fluent in both English and Spanish, able to read some Chinese
- Highly experienced in web design, PhotoShop, Origin, Smartprobe, MS Office
- Programming: HTML, Java Script, MATLAB

Honors and Awards

> **Note**: After two years of college, remove all high school information, honors, awards and activities

- Graduated with honors, top 5% of high school class
- Eagle Scout, Boy Scouts of America, 2011
- Who's Who Among American High School Students, 2010
- First Place, National Science and Engineering Competition, 2010

Activities and Interests

- Tutored peers in Science and Mathematics Courses, August 2008-May 2010
- Member, Future Leaders of America, June 2008-May 2010
- Enjoy playing guitar, chess and strategy games

Miguel Rodriguez

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OBJECTIVE: Seeking an entry-level position as a Software Programmer or Windows Developer.

TECHNICAL SKILLS:

- *Programming Languages:* Java, C, C++, Visual Basic, Unix, MASM, Debug

- *Software:* MS Word, Excel, PowerPoint, Electronic Workbench, Multisim

- *Hardware:* Experience constructing circuits using the following electronic components - resistors, capacitors, inductors, diodes, potentiometers, IC chips, oscilloscopes, voltmeters, function generators

EDUCATION:

Bachelor of Science, Computer Engineering – May 2008
University of Houston, Houston, Texas
Major GPA: 3.0 – *Working part-time while maintaining full-time course load*

Relevant Courses: Electrical Circuits I & II, Digital Circuits and Systems, Discrete and IC Semiconductor Circuits, Operational Amplifier Applications, Communications Circuits

PROJECTS:

Micro Interfacing
- Developed infrared sensor security system to detect movement at the doorway of the rooms of a home
- Utilized MASM software, an 8255 microchip and infrared sensors

Java Programming
- Designed a program that creates an applet to allow users to display various shapes and colors

Advanced C++ Programming
- Created an object oriented menu driven program to allow users to input employer information and display results in a table format
- Wrote a menu driven multiple module program that reads and displays information of other text files

LEADERSHIP/VOLUNTEER/ACTIVITIES:

Project GRAD, Jefferson Davis Senior High School   August 2006 – Present
- Tutored high school students in Algebra and Physics; Presented and explained course work to students effectively

Omega Delta Phi Service/Social Fraternity   May 2006 – Present
- *Corresponding Secretary*: Served one term, in-charge of managing the chapter's listserv, networking with other chapters and other local fraternities and sororities
- *Community Service Projects*: Operation School Supplies, Community Thanksgiving Dinner, Barrio Center Haunted House

Institute of Electrical and Electronics Engineers   August 2005 – Present
- Attended the 2008 International Conference on Signal Processing, Communication and Networking

EXPERIENCE:

Server/Host	Wings and Things	Houston, Texas	April 2006 – Present
Cashier/Manager	Six Flags Astroworld	Houston, Texas	June 2004 – April 2006

Dang Lin

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Objective

To obtain a full time challenging position in Electrical Engineering.

Qualifications

- Strong background in electromagnetics. Successful development of code for numerical electromagnetic field simulations with various configurations, test goals and environments.
- Extensive experience in the design, simulation, characterization, and testing of RF coil and circuits. Proficient in circuit simulation, modeling, layout and circuits testing. Skilled in instrumentation interface with outside utilities.
- Detailed experience in data acquisition, analysis and reconstruction. Successful design and integration of digital filters in image data collection and processing system.
- Proficient in C/C++ & MATLAB. Experience with Windows, Linux, MathCAD, Ansoft Designer and HFSS.
- Ability to interact effectively in a multi-disciplinary team. Fluent in English and Chinese.

Education

- *Doctorate in Electrical Engineering*   December 2008
  Department of Electrical Engineering - University of Houston, Houston, TX

- *Master of Science in Electrical Engineering*   June 2001
  Department of Opto-Electronics, Sichuan University, Chengdu, China

- *Bachelor of Science in Electrical Engineering*   June 1993
  Department of Opto-Electrical Instrumentation, Zhejiang University, Hangzhou, China

Professional Experience

Ph.D. Dissertation Research   University of Houston   2001 – Present

- Built electromagnetic field simulations for MRI planar and saddle coil arrays for calculating and optimizing the signal-to-noise ratio (SNR).
- Developed a model of coupling and decoupling between elements in coil arrays, designed and tested decoupling circuits for coil arrays.
- Designed and fabricated layout for both copper and high-temperature superconductor (HTS) film by milling and lithography.
- Derived and tested a model to evaluate SNR gain realized from the use of different coil arrays.
- Working knowledge of cryogenic systems and participated in coil testing on 7T Bruker scanner.

Teaching Assistant   University of Houston   2001 – Present

- Conducted class / labs for undergraduate Circuits and Systems course.
- Prepared class quizzes / exams for Electronics course.
- Graded home work for Digital Logic Design course.

Power System Engineer   Jiangxi Electric Power Corporation   1998 - 2001

- Monitored and operated switchboards and related equipment in electrical control center to control the distribution and to regulate the flow of electrical power in the transmission network.
- Co-coordinated, scheduled and directed generating station and substation power loads and line voltages to meet distribution demands during daily operations, system outages, repairs and importing or exporting of power.

Master's Thesis Research   Sichuan University   1998 – 2001
- Derived an optimized algorithm for complete automatic phase unwrapping by using a selected digital filter.
- Implemented new algorithm in image processing of 3D measurements and achieved higher automation over existing phase-measuring technologies.

Engineer   Hangzhou San-wei Inc.   1993 – 1998
- Conducted quality control and international trading of electronics and tools.

Awards, Honors, Professional Affiliation
- International Society for Magnetic Resonance in Medicine (ISMRM)   2003 – Present
- Texas Science Center Biannual Student Symposium – Third Place   2004
- ISMRM Student Fellow Stipend Award   2004 – 2005
- "Guanghua First Prize" and "Mintron Scholarship"   2001

Related Coursework
Microstrip Antenna, Antenna Engineering, Microwave Engineering, RF and Microwave Electronics, Intermediate Electromagnetic Waves, Digital Imaging Processing, Digital Signal Processing, Microprocessor Systems, Signal Detection & Estimation Theory, Stochastic Processes, Analog/Digital Circuits, Principle of Magnetic Resonance Imaging.

Major Publications
- *The Limits of Signal-to-Noise Ratio Gain From the Use of Cryogenic Coils/Array*, L. Xue, L.-M Xie, M. A. Kamel, J. Wosik, submitted in June 2007.

- *SNR Limit for Cryogenic Arrays*, L. Xue, L.-M Xie, M. Kamel, J. Wosik, Proc. Of the 13th Annual Meeting of ISMRM 2005, P2436.

- *Superconducting Arrays for Parallel Imaging*, Jarek Wosik, Lian Xue, Maged Kamel, Lei-Ming Xie, K. Nesteruk, J.Bankson, II Workshop on Parallel MRI, p.Zurich, 2004.

- *Phase Unwrapping Algorithm Based on Frequency Analysis for Measurement of Complex Objects In PMP Method*, Lian Xue, Xianyu Xu, Applied Optics, 2001 v40, p1207-1214.