

# Resume Tips for Freshman Engineering Majors

As a freshman at Cal Poly, you will have many opportunities to learn new ideas, develop new skills and gain valuable experience. To begin building an excellent resume, you must...

**Make the most of every project**

**Get involved with activities outside the classroom, and**

**Keep track of what you're learning!**

Employers are telling us they are interested in hiring graduates who have relevant work experience, a GPA above 3.0, excellent communication skills and leadership/involvement. Start thinking about what you want your resume to look like when you graduate.

## 1. CONTACT INFORMATION

Include your name, either formal or informal (William B. Thornton vs. Billy Bob Thornton). Underneath your name, using as few lines as possible, put your address, telephone number, and email. You might consider including both your local and permanent addresses or phone numbers. For example:

### **Benjamin Jones**

Local: 1234 Suburban Road • San Luis Obispo, CA 93405 • bzjones@calpoly.edu

Permanent: 4321 Madrid Avenue • San Francisco, CA 93440 • (415) 734-1234

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OR

### **Benjamin Jones**

1234 Suburban Road • San Luis Obispo, CA 93405 • 805.756.1234 • bzjones@calpoly.edu

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## 2. OBJECTIVE

Whenever possible, include an objective that matches the position you are applying for. There are two parts to an objective: Part 1) the type of position you are applying for (Co-op, Internship, Summer, Career) and Part 2) the field and/or specific area you are interested in. Make sure your objective is consistent with the job description and goals of the company. For example:

### **Objective**

Part-time position at Cal Poly as a Computer Lab Assistant

## 3. EDUCATION

List your education next. As you go through your curriculum, think about including your GPA, minor, specialization/concentration, emphasis or area of interest. Are you a student athlete or member of a club? Will you become EIT certified (Engineer-In-Training)? You will want to include all your good stuff! That means relevant/major coursework too. For example:

### **Education**

California Polytechnic State University – San Luis Obispo

Bachelor of Science Degree in **Electrical Engineering**, June 2014

GPA: **3.1**      Class Level: Freshman

**Hall Council President, Tenaya Hall**

### **Relevant Coursework:**

Electronic Manufacturing

Computer Science (Java)

Electric Circuit Analysis   Chemistry

Physics

Calculus I, II

#### 4. PROJECTS/RESEARCH

Projects that you do in class or in labs are important and are considered relevant experience to employers. Even as a freshman, you will have the opportunity to participate in technical projects that you will want to include on your resume. Technical projects may be listed under a Projects section or under the Experience section of your resume. Describe one or two that you are most proud of. Be descriptive in terms of accomplishment and experience. For example:

##### **Technical Projects – Cal Poly**

###### **Power Supply Design Project – Cal Poly**

Fall Quarter 2010

- Designed printed circuit board with CBDS
- Drilled circuit board and attached components
- Designed, built and assembled chassis

#### 5. EXPERIENCE

As a freshman, any work experience you have is good. Include part-time, summer or volunteer positions using short, descriptive phrases that highlight responsibilities, skills and accomplishments. Explain how your work benefited the company and quantify results whenever possible. For example:

##### **Experience**

###### **Rosa's Italian Ristorante - Pismo Beach, CA**

June 2009 – Present

Hostess

- Responsible for greeting and welcoming guests
- Assist managers in opening and closing, paying-out wait staff, cashiering
- Responsible for take-out orders

###### **Sunglass Hut - San Luis Obispo and Pismo Beach, CA**

Summer 2008

###### **Customer Service Representative**

- Exceeded sales goals/expectations
- Adjusted sunglasses and watches
- Enhanced skills in customer service, teamwork, and communication

#### 6. INVOLVEMENT, AWARDS, AND COMMUNITY SERVICE

Include any involvement in student clubs, organizations, and community activities. Also, list honors and awards. Be sure to indicate **leadership roles or positions of responsibility**. For example:

##### **Leadership and Involvement**

**Hall Council President**, Tenaya Hall - Cal Poly

MESA Engineering, Open House Committee

Society of Women Engineers (SWE)

Cal Poly Intramural Basketball

Volunteer, Big Brothers/Big Sisters - San Luis Obispo County (2 hours per week)

**Interests:** Backpacking, skiing, acoustic guitar, reading

#### 7. COMPUTER SKILLS / SKILLS / TECHNICAL SKILLS

As a freshman, you may learn software programs such as: AutoCAD, JAVA, Excel, Access, Word, PowerPoint, etc. Employers are interested in all of your computer skills. You may list these skills even if you have only been exposed to them. Other skills you may want to list are exposure to equipment/machines (lathes, mills, Scanning Electron Microscopy, etc.) or fluency in another language. For example:

##### **Skills**

**Applications:** JAVA, C/C++, Excel, Word

**Language:** Fluent in Spanish

## **Resume Tips:**

- Well organized, consistent presentation
- Balanced use of blank space and margins
- Concise action phrases; past tense verbs
- No personalizations (I, me, my)
- Do not include references
- Reverse chronological format
- One page (preferably)
- Brief, easy to read
- Boldface type used selectively to highlight information
- Print on resume quality paper
- Must be PERFECT; get help at Career Services

## **Top 5 Qualities/Skills Employers Want (according to the National Association of Colleges and Employers):**

1. Ability to work in a team structure
2. Ability to make decisions and solve problems
3. Ability to verbally communicate
4. Ability to plan, organize and prioritize work
5. Ability to obtain and process information

## **For Further Assistance:**

- Go to the Career Services website for more information and for sample resumes by major: [www.careerservices.calpoly.edu](http://www.careerservices.calpoly.edu) - Click on Students / Resumes and Letters
- Set up an appointment with Tammy Martin by calling the front office (756-2501, ext. 1). **Tammy** is the Career Counselor for all CENG majors.
- **Tammy's Drop-In Service:** Wednesdays, 9-11 a.m. (Career Services: Bldg. 124, sign in at front desk)
- FasTrak Advising Appointments (15 minutes maximum): Monday thru Thursday, 1-4 p.m. (Bldg. 124, room 224) – No appointment needed; students seen on a first-come, first served basis.
- Resume Clinics or events every quarter at Career Services (see [workshop and events calendar](#) for dates/times)

**CAL POLY**

SAN LUIS OBISPO

Career Services

Building 124 756-2501 x4  
[www.careerservices.calpoly.edu](http://www.careerservices.calpoly.edu)

## Benjamin Jones

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### Objective

Part-time position at Cal Poly as a Computer Lab Assistant

### Education

California Polytechnic State University – San Luis Obispo  
Bachelor of Science Degree in **Electrical Engineering**, June 2017  
GPA: **3.1**                      Class Level: Freshman

#### Relevant Coursework:

Electronic Manufacturing	Electric Circuit Analysis	Chemistry
Computer Science (Java)	Physics	Calculus I, II

### Skills

**Applications:** JAVA, C/C++, Excel, Word  
**Language:** Fluent in Spanish

### Experience

#### Power Supply Design Project – Cal Poly Fall Quarter 2013

- Designed printed circuit board with CBDS
- Drilled circuit board and attached components
- Designed, built and assembled chassis

#### Rosa's Italian Ristorante - Pismo Beach, CA October 2013 - Present

Host

- Greeted and welcomed guests
- Assisted managers in opening and closing, paying-out wait staff, cashiering
- Responsible for take-out orders
- Work 15-20 hours per week while attending school full-time

#### Sunglass Hut - San Luis Obispo and Pismo Beach, CA Summer 2013

##### Customer Service Representative

- Exceeded sales goals/expectations
- Adjusted sunglasses and watches
- Enhanced skills in customer service, teamwork, and communication

### Leadership and Involvement

**Hall Council President**, Tenaya Hall – Cal Poly  
**ASB Treasurer**, Arroyo Grande High School, 2011-2012  
MESA Engineering, Open House Committee  
Society of Women Engineers (SWE)  
Cal Poly Intramural Basketball  
Volunteer, Big Brothers/Big Sisters, San Luis Obispo County (2 hours per week)  
**Interests:** Backpacking, skiing, acoustic guitar, reading