[NAME]

[Email Address] · City, State
[LinkedIn, Personal Website, Etc.]

Summary

[Basic summary of your resume. It should include the basics of your experience and skills. 2-3 short sentences at most. Try to include keywords from the internship/job listing you are applying to.]

Education

[Your degree title, i.e. Electrical Engineering]   [Anticipated Graduation Date]
[University Name], [Department Name], [Honors College, if applicable]
Cumulative GPA: [GPA]

Experience

[List any relevant professional experience here. It does not have to be engineering/academic related. List in reverse chronological order. Include the dates you started/ended the experience. Limit bullet points describing the experience and what you did to 1-3.]

Relevant Projects

[List any relevant projects here. Include whether it is a personal or group project. Limit bullet points describing the project and what you did to 1-3.]

Relevant Coursework

[List any relevant coursework here. Only list courses that are relevant to the internship/job you are applying to. Limit this to 2 lines of courses at most.]

Skills

[List any relevant skills here. Only list skills that are relevant to the internship/job you are applying to. Only list hard skills here (i.e. MATLAB, Java, C++). Limit this to 2 lines of skills at most.]

Honors

[List any relevant honors here. Only list honors that are from the past ~5 years unless it is a major one. Include the year you received the honors. Limit this to 5 honors at most. Examples include scholarships, competition awards, etc.]

Activities

[List any activities you participate in here. Include your role in the activity here, if applicable. These do not have to be academically related. Be sure to include any leadership(s) positions you have in the activity. Examples include clubs, sports, etc.]

*** INCLUDE KEYWORDS FROM THE INTERNSHIP/JOB YOU ARE APPLYING TO ***

*** USE ACTION VERBS WHEN DESCRIBING WHAT YOU DID IN YOUR EXPERIENCES/PROJECTS ***

*** CUSTOMIZE EACH RESUME TO MATCH THE INTERNSHIP/JOB YOU ARE APPLYING TO ***

*** FEEL FREE TO SWITCH ORDER OF CATEGORIES TO BEST MEET YOUR SITUATION ***

*** USE YOUR ACTIVITIES SECTION TO SHOW SOME OF YOUR PERSONALITY ***

*** LIMIT YOUR RESUME TO 1 PAGE ***