**Resume Tips & Sample Resumes**

Industrial Practice Programs

Erik Jonsson School of Engineering and Computer Science

#### Contact Information:

**Resume Section 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](mailto:email@utdallas.edu) Mobile: xxx-xxx-xxxx ● Work Authorization**:** F-1 VISA

GitHub: [github.com/example](https://github.com/example) ● LinkedIn: linkedin.com/in/example

### Objective

To obtain a summer and/or fall 20xx Internship position in the field of Computer Science.

**Education**

**THE UNIVERSITY OF TEXAS AT DALLAS,** Richardson, Texas Expected

Master of Science in Computer Science, **GPA 3.6/4.0** Dec 20xx

**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.

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

1111 Street Name Email: [example@utdallas.edu](mailto:example@utdallas.edu)

Richardson, TX 75080 Work Authorization: F1 Visa

Cell: xxx-xxx-xxxx 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** Programming Languages: C++, Java, Python

**SKILLS** Operating Systems: Linux, Mac OSX, Windows XP, Windows 8 Applications: LogicWorks, MATLAB, Xilinx, PSpice, NI LabVIEW, MS Visio

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

**ACADEMIC Acoustic Chip Texture Analyzer Team Project**, Course Title Spring 20xx

**PROJECTS** 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 Wireless Comm**, Personal Project Summer 20xx

**PROJECTS** LabVIEW Simulation of a Simplified LTE OFDM.

Simulate a 4G wireless communication system using LabVIEW and obtain BER plots.

**WORK RF Engineering Intern**, **Employer**, Location Timeline

**EXPERIENCE** 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

# Student Name

Richardson, TX Cell Phone: xxx-xxx-xxxx

U.S. Citizen Email: [first.lastname@gmail.com](mailto: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 Programming Languages**: C, C++, Java

**SKILLS Modeling Software:** AutoCAD, Pro-e, Solid Works, Creo (Pro Engineer)

**Analysis Software:** Ansys

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

**ACADEMIC 3D Printed Kinematic Hand Course Title Spring 20xx PROJECTS** 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 Internal Combustion Engine Personal Project Summer 20xx PROJECTS** 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.

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