

<p>CARL OPPENHEIMER • 3109 Vista Street Philadelphia, PA 19136 (215) 555-3880 coppen@dragon.du.edu</p>	<p>The writer provides his contact information, including his email address.</p>
<p>+++++ SUMMARY Recent BSEE graduate with experience as an electrical engineer intern for RCA Advanced Technology Laboratory. Analytical, technical, and communication skills for laboratory and customer-facing applications. Strong understanding of large-scale integrated systems and CMOS applications. +++++ EDUCATION BS in Electrical Engineering 6/2015 Drexel University, Philadelphia, PA Grade-Point Average: 3.67 (on a scale of 4.0) Senior Design Project: "Enhanced Path-Planning Software for Robotics"</p>	<p>This plain-text résumé uses only plus signs to signal new headings. Notice that all information is left-justified.</p> <p>The writer presents a summary statement. Some applicants find it awkward to praise themselves, describing their skills, but it is important to have keywords such as "analytical skills" in the résumé, particularly if the job ad mentioned them.</p>
<p>+++Advanced Engineering Courses • Digital Signal Processing Computer Hardware Introduction to Operating Systems I, II Systems Design Digital Filters Computer Logic Circuits I, II +++++ EMPLOYMENT 6/2012-1/2013 Electrical Engineering Intern II RCA Advanced Technology Laboratory, Moorestown, NJ Designed ultra-large-scale integrated circuits using VERILOG and VHDL hardware description languages. Assisted senior engineer in CMOS IC layout, modeling, parasitic capacitance extraction, and PSPICE simulation operations.</p>	<p>The writer chooses to emphasize his advanced engineering courses. For another job, he might emphasize other courses.</p>
<p>+++6/2011-1/2012 Electrical Engineering Intern I RCA Advanced Technology Laboratory, Moorestown, NJ Verified and documented several integrated circuit designs. Used CAD software and hardware to simulate, check, and evaluate these designs. Gained experience with Mathcad. +++++ HONORS AND ORGANIZATIONS • Eta Kappa Nu (Electrical Engineering Honor Society) Tau Beta Pi (General Engineering Honor Society) IEEE</p>	<p>The writer wisely creates a category that calls attention to his academic awards and his membership in his field's major professional organization.</p> <p>The writer does not include his references or write "References available upon request." If the reader invites him to proceed to the next step in the process, Carl will send a list of references, with their contact information.</p>

FIGURE 15.4 Chronological Résumé of a Traditional Student