

# Name

Street Address  
City, State, Zip  
Phone  
Email

## Objective:

Short and Simple. The position or type of position you are seeking

## Education

Candidate for B.S. {insert major} Engineering  
University of Arkansas, Fayetteville

Grad Date  
CUM GPA (3.0+)

## Experience {reverse chronological order}

*Descriptive Title*, Company Name – Location (city, ST)

Dates (m/y – m/y)

Give enough information that the person reviewing your resume can get a basic feel for what you did in your position. If it is a co-op or internship include some of the tasks involved, but if it is a non-technical position focus on the people skills. Don't overwhelm the reader with a lot of narrative text.

- Bulleted points are good. Make sure to use active verbs.

## Projects {reverse chronological order}

*Title of Project*, Class

Semester

This is an opportunity to highlight your technical skill if you have not had a co-op or internship. Supply the reader with information about the problem you or your team was trying to solve. Talk about recommended solutions, and results of any tests or studies.

## Honors/Activities

### List:

- Scholarships
- Departmental Awards
- Dean's Lists
- Student Organizations
- Professional Organizations
- Sometimes you will
- Need to have 2 columns

## Other Headings may include:

- Computer Skills
- Leadership Experiences
- Language Skills
- Volunteer Activities