ME194 Resume Template

Jim Macdonald

Delete these vertical guide lines as a final step.

# **Your Name (555) 555-5555** [Youremail@server.com](mailto:Youremail@server.com)

**EDUCATION:** Bachelors of Science in Mechanical Engineering Expected Graduation: Spring 2017

California State University Sacramento Current GPA X.XX

**PROFESSIONAL EXPERIENCE:**

**Mechanical Engineer Intern Manufacturing Specialties Jun 2016 to Present**

Use five lines to define your role at this position and describe your responsibilities. Responsible for converting Legacy AutoCAD 2D data into 3D Solidworks models and associated drawings. Job completion is determined when 3D model and 2D drawing are registered into Solidworks PMD. Responsible for converting 25 drawings per week. This position has also provided great opportunities to interact with various engineering groups and staff. Communication is essential in this position as projects can have competing deadlines.

Example information. Modify and delete as needed. Especially this box.

**CNC Operator XYZ Manufacturing Feb 2014 to Jun 2016**

Responsible for the complete setup and operation of a HAAS VF3 CNC Machine from raw material to finished parts. Daily duties include reading job traveler, setup and measuring tools, inputting tool offsets, running FAI parts, confirming parts to be intolerance with QC team. Machine uptime is utilized to complete and additional deburring processes, completing part paperwork, and transferring parts to next work station.

**PROJECT EXPERIENCE:**

**Project Name Company Name Start Month to Present**

Define your senior project in one sentence. What was your role on the team, and how many people total were on your team? If you are the lead on the team, what are your leadership duties? As a contributor, what are your duties? What software’s are you using for this project? What manufacturing capabilities are you using? Are you responsible for contacting vendors for products, define this? Are

**Name of Personal Development Project Company Name Start Month to End Month**

Maybe your experience is lacking on paper? Make a project for yourself! What are the benefits and knowledge gain you made? How does it showcase your desire to be better? What skills can you transfer to this position?

**Transferable skills:**

What skills do you have that will allow you to immediately contribute to a working engineering office? Be forward and clear. Microsoft Office is a great starting point. How well can you use this suite? Excel with pivot tables, vlookup, slicers, macros? Be bold.

Customer service skills at the professional level. Foresight into problems, Foresight into jobs that need to get done. Ability to see jobs that need to get done, and ability to take initiative or propose and then

People skills. How do you handle people in a team setting or across groups? Can you document some attributes that make you stand out and can help assist right away

**Volunteer work:**

What kinds of volunteer work have you done? Why did you do it? What did you gain from it?

**Organizations and or Clubs:**

What club did you join? Why did you join them? What do you specifically do in the club?

**Software Knowledge:**

From strongest to moderate knowledge, list the softwares you know. Ensure that are tied into your examples in work experience and project experience above.