



RESUME WRITING

Resumes are documents that summarize your education, relevant experience, and activities. You may write a resume to submit electronically as part of an application for an internship, job, graduate school or scholarship. You will need to bring printed copies of your resume to career fairs and other recruiting events with employers.

Employers seek candidates with strong written communication skills. Your resume is the first example of your writing that recruiters will see. It should be accurate, concise, and easy to read.

GENERAL TIPS FOR A WINNING RESUME

DO...

- **Show don't tell** why you are qualified with concrete, measurable examples of your accomplishments from jobs, projects, and activities.
- **Organize experience in sections** to allow you to put most relevant information near the top
- **List specific experiences** in reverse chronological order.
- **Focus on skills and experience** that are most relevant to your current career objective but save some details for an interview.
- **Use "action" verbs** and active (not passive) voice to describe your accomplishments. Make every word count!
- **Keep it short** and direct, one page for undergrads.
- **Proofread before sending!** Have someone else review your resume too.
- **Submit job application** documents as a .pdf so formatting is preserved (unless the instructions say otherwise.)
- **Update your resume** at least once a semester while you are in school, then once a year.

DO NOT...

- worry if you think you have limited relevant experience - that's why you're seeking an internship, co-op or other job now!
- include a photo or personal information (social security number, marital status, birthdate) or anything that is irrelevant to your qualifications.
- take up space listing every job duty or responsibility for every experience.
- simply list adjectives, a bunch of buzzwords, or soft skills like creative, hard-working, enthusiastic, etc. without evidence.
- use acronyms like UMCP or ENES100.
- use multiple font colors or styles, or "cute" bullet points. You don't want the format to distract from the content.
- use full sentences or first person pronouns: ~~I, mine, my, me,~~ etc.
- expect your computer's spelling or grammar check to catch every error.
- list references on your resume. Have a separate document with their contact information.

RESUME FORMAT & AESTHETICS

General Resume Format

Your resume should be clear, simple yet aesthetically pleasing. Make it easy for the reader to find the information about you that they need.

In a 5-10 second scan of your resume, the reader should be able to identify your current career objective and your principal qualifications.

In general, you will divide your document into sections, using descriptive headings. Within a given section, list each experience in reverse chronological order (starting with the most recent experiences).

Document Size and Shape

- In the U.S., a resume should be on letter sized paper (8.5" x 11").
- Your entry level resume should be on one page (for industry). If you have 5+ years of experience or you are applying for federal jobs, your resume may have more than one page.
- Keep margins between 0.5 and 1.0 inch on each edge, including headers and footers.
- Align text to the left. Justified text can be harder to read.
- Align dates and locations to the right.
- Avoid using resume templates. It can be tricky to maintain format when you edit the document later.
- Tables can help you align dates, locations, headings, etc. However, they may not convert easily to text formats used by some document readers. Learn how to use Styles and tabs in your document editor to better organize the information.
- Find a balance between text and white space. Try not to have bullets with less than 50% of the line used.

Fonts, Symbols, Colors

Use a single easy to read, TrueType font in 10-12 point size. Here are a few good choices, shown here in 11 point size:

Arial Bookman Old Style Calibri Garamond Perpetua Times New Roman Tahoma

Avoid unprofessional, script, or immature fonts like these:

NO ~~Broadway~~ ~~Chiller~~ ~~Comic Sans~~ ~~Lucida Handwriting~~

Use font styles and sizes in a uniform and consistent way throughout your resume:

Bold Underline *Italics* ALL CAPS SMALL CAPS

Use simple bullet points to list relevant accomplishments for each experience. Keep bullets points to two lines each:

• or ● or ■ or – are acceptable

Avoid using multiple levels of bullets, or "cute" bullets like

NO ~~➔~~ or ~~☑~~ or ~~⊕~~ or ~~⊖~~

For font color, stick to black. Colors tend to fade rather than stand out when printed in grayscale or scanned.

Online Applications & Your Resume

Some employers use applicant tracking systems (ATS) for screening resumes. Special formatting does not translate well when pasted into an electronic application's text box.

For that reason, avoid the following:

- Special symbols
- Columns
- Horizontal and vertical lines
- Tables

Look carefully through each online text resume you submit; make sure that it is as legible and reader-friendly as it can be. Remember, your electronic resume will probably be scanned by software AND read by a human being.

RESUME SECTIONS

Contact Information

Include:

- legal name (add preferred name in parentheses) between first and last name
- mailing address
- phone number with area code
- email address

Optional:

- LinkedIn or personal website url

- U.S. citizenship or permanent residency

Generally omit:

- Date of birth or other irrelevant personal information

GEPETTO C. COLLODI

123 Puppet Rd. • Pescia, MD 20742
(301)123-4567 • gcollodi1883@umd.edu

Education

Include:

- degree seeking (B.S., M.S., etc.)
- major field of study
- expected graduation (Month Year)
- University name & location
- GPA (cumulative and/or major, if ≥ 3.0)

Optional:

- other colleges you have attended
- honors/awards/minors/certificates/special programs
- course highlights (see Objective, below)

Generally omit:

- High school name (after freshman year of college)
- AP or other college entrance test scores

B.S. Mechanical Engineering	Expected May 2020
University of Maryland	College Park, MD
	Major GPA: 3.75
A.S. Engineering	May 2017
Prince George's Community College	Largo, MD
Dean's List all semesters	Cumulative GPA:3.97

Skills

Include:

- Software and hardware used in your target industry or type of job
- Certifications valued in your industry (including security clearance for government jobs)
- Lab skills, techniques, protocols
- Relevant hands on skills, equipment
- Foreign languages you speak/write well

Generally omit:

- Subjective traits (creative thinker, team player)
- Skills that are not relevant to current career objective

Programming: Java, C++
CAD: Autodesk Inventor, SolidWorks
Engineering: Machining, rapid prototyping
Languages: Spanish (fluent written and spoken)

Experience

Types of experience to include:

- Internships (paid or not)
- Previous or current jobs
- Technical projects (independent or class)
- Engineering competitions

For each experience, include:

- Your job title or role
- Name of company/project/organization
- City, State or Country
- Dates employed (months and years)
- Where needed, bullet points with succinct description of relevant accomplishments in a consistent verb tense

Group experiences under headings that catch the reader's eye, such as:

ENGINEERING PROJECTS
CHEMICAL ENGINEERING EXPERIENCE
LEADERSHIP EXPERIENCE
RESEARCH EXPERIENCE
WORK EXPERIENCE

TECHNICAL EXPERIENCE	
UMD Over Sand Vehicle Project	College Park, MD
Mechanical Sub-team Leader	Sept. - Dec. 2019
GCC Toy Factory	Toscana, MD
General Manager	Jan. 2018 - Feb. 2019

RESUME SECTIONS, CONTINUED

Depending upon your individual background and the positions/ industries you are considering, you might also include some of the following information on your resume. Not every college student's resume needs all of these sections.

Activities/ Affiliations

Employers report that they favor students who have held leadership positions in college or who are actively involved in campus and community organizations outside the classroom.

Include:

- Activities that highlight transferable skills and interests relevant to the job or industry
- Professional organizations
- Student clubs
- Sports teams or performance groups
- Volunteer work or community organizations
- Can include bullet points that highlight accomplishments

Generally omit:

- Affiliations or activities that might set you up for potential discrimination in the hiring process

Engineering Fraternity	College Park, MD
<i>Philanthropy Chair</i>	May 2018 – Present
• Organized carnival with games and attractions, raising over \$4,000 for Lost Boys Foundation.	

Honors and Awards

Under Education or as a standalone section, include recent/ relevant/prestigious:

- Scholarships, especially merit
- Dean's List/ Honor Roll
- Fellowships and research grants
- Recognitions within your industry
- Add date awarded
- Brief description (if you have space)

Generally omit:

- Middle school and most high school awards

Banneker/Key Full Tuition Scholarship	Aug 2018-present
Semester Academic Honors	Fall 2018, Spring 2019
2019 Co-op/Intern Award	May 2019

Objective or Professional Summary

Most college resumes do not need an objective statement.

If your past experience doesn't reflect your current career objective, you can include a specific objective with:

- Type of work
- Target industry and type of work

A summary is a short paragraph that includes relevant expertise or skills supported by evidence.

Generally omit:

- Subjective buzzwords (hard-working, excellent)
- Generic statements

Course Highlights

Where possible, include class projects under Experience rather than just to list the classes you've taken. If you do choose to list classes, include:

- Upper level electives only
- Course titles

Generally omit:

- Classes everyone in your major takes
- Fun classes with no relevance to the job
- Course numbers

Publications, Presentations, and Patents

If you are seeking research positions, especially in academia, it can be valuable to list peer-reviewed publications and conference proceedings. This is usually less important for applied industry positions. Follow the guidelines used by faculty in your department if you include a publications section.

If you have a patent (pending or otherwise), you can include this as evidence of an accomplishment.

HOW TO HIGHLIGHT ACCOMPLISHMENTS

You have 5-10 seconds to get the attention of a recruiter reading your resume.

Show what you can do by including examples of what you have done well. Highlight examples of your work that show both HR screeners and technical hiring managers that you know what interests you and that you have what it takes.

For a start, what is wrong with this example?

Before:	ABC Engineering Company	Columbia, MD
	<i>Intern</i>	February-May 2019
	<ul style="list-style-type: none">• Learned about embedded systems• Responsible for writing a report	

“Learned about....” How do we know that you actually learned anything? Instead, can you give an example of how you applied what you learned?

“Responsible for...” You were supposed to do it, but did you complete it? Was it any good?

Don't just copy and paste the job description that lists what you were supposed to do every day.

Don't include subjective assessments of what you think you can do or what you learned.

Instead, give concrete evidence of your contribution and how you used relevant tools and skills.

To write descriptive bullet points, first ask yourself the questions below:

Who? Who did the work – one individual, two people, or a team?

What? What was the subject matter or objective?

Why? Why was your work or project important? What was the purpose?

How? How did you do this work? What engineering tools or technical skills did you apply?

When? Did you beat a deadline or work within a certain timeframe?

How much? How can you quantify your work or results?

What happened? What happened to your work after you completed it? Did you give a presentation? To whom?

Big picture? What evidence do you have of the effectiveness or impact of your work?

Then, you can turn your answers into bullet points that effectively demonstrate the impact of your work:

After:	ABC Engineering Company	Columbia, MD
	<i>Intern</i>	February-May 2019
	<ul style="list-style-type: none">• Researched latest developments in embedded systems for large multi-national client of engineering consulting firm, using technical journals and interviews with professional engineers• Completed 20-page report on embedded systems one week ahead of schedule• Created slides in LaTeX Beamer, then conducted one hour oral presentation of findings for senior engineers and managers	

In your bullet points, be sure to incorporate verbs that describe your specific actions. See the list on the next page for some inspiration.

ACTION WORD LIST

SUPERVISE

Administered
Controlled
Coordinated
Delegated
Demonstrated
Directed
Governed
Guided
Headed
Led
Managed
Monitored
Orchestrated
Oversaw
Presided
Programmed
Scheduled

ASSIST

Accompanied
Collaborated with
Dealt with
Guided
Helped
Notified
Performed
Served
Supported

DECISION

Activated
Approved
Chose
Decided
Determined
Enlisted
Hired
Ordered
Recruited
Resolved
Selected
Specified

SHOW

Conducted
Demonstrated
Exhibited
Illustrated
Performed
Proved
Represented

CHANGE

Adapted
Adjusted
Applied
Cut
Eliminated
Implemented
Improved
Increased
Innovated
Installed
Introduced
Modified
Proposed
Reconfigured
Reconciled
Reduced
Remodeled
Reorganized
Repaired
Restored
Revamped
Revised
Stimulated
Transformed

INFLUENCE

Advised
Convinced
Counseled
Dispatched
Educated
Encouraged
Guided
Indoctrinated
Innovated
Motivated
Negotiated
Orchestrated
Persuaded
Promoted
Recommended
Referred
Stimulated
Suggested
Supported

RESEARCH/TECHNICAL

Analyzed
Assembled
Assessed
Built
Calculated
Catalogued
Charted
Collected
Compared
Compiled
Computed
Constructed
Defined
Diagnosed
Edited
Engaged
Estimated
Evaluated
Examined
Extrapolated
Forecasted
Gathered
Identified
Implemented
Indexed
Inspected
Investigated
Isolated
Maintained
Measured
Observed
Organized
Perceived
Pinpointed
Planned
Prepared
Projected
Recorded
Researched
Reviewed
Screened
Solved
Surveyed
Synthesized
Tested
Traced
Updated

COMMUNICATE

Advertised
Broadcasted
Consulted
Contracted
Explained
Expressed
Informed
Interacted with
Interpreted
Interviewed
Instructed
Lectured
Marketed
Met with
Negotiated
Publicized
Published
Presented
Referred
Related
Taught
Trained
Transmitted

EFFICIENCY

Accelerated
Applied
Expanded
Expedited
Facilitated
Improved
Integrated
Maintained
Reinforced
Reduced
Streamlined

ACHIEVE

Attained
Completed
Effected
Enlarged
Exceeded
Mastered
Participated in
Produced
Provided
Succeeded
Won

OFFICE ACTIVITIES

Billed
Budgeted
Completed
Distributed
Documented
Filed
Kept
Handled
Illustrated
Obtained
Operated
Packed
Processed
Produced
Purchased
Ran
Received
Saved
Sold
Shipped
Typed

CREATE

Arranged
Composed
Conceived
Conceptualized
Designed
Developed
Devised
Drafted
Established
Fabricated
Formulated
Founded
Generated
Implemented
Initiated
Invented
Launched
Made
Opened
Originated
Produced
Set up
Structured
Wrote

“FEDERALIZING” YOUR PRIVATE SECTOR RESUME

If you are a U.S. citizen interested in applying for internships, Pathways or full time positions for the U.S. Federal Government, you should adapt the resume you created in order to meet the government’s specific requirements.

HOW IS A FEDERAL RESUME DIFFERENT FROM A PRIVATE SECTOR RESUME?

A federal resume is specific to a particular job opening, and often requires certain information that is not needed (or that you might include in a cover letter) in the private sector.

It is generally 2-3 pages in length, but can be as many as 5-6 pages, in 11-12 point font.

The federal hiring process requires more personal information to determine eligibility for positions, taking into account military experience, disabilities, and past federal experience.

Your federal resume should incorporate keywords from the vacancy announcements, and detailed descriptions of your achievements for relevant projects and other experiences.

HOW DO I CREATE A FEDERAL RESUME?

When you create an account at <http://USAjobs.gov>, you are given the option to upload or build a resume. *We highly recommend using the Resume Builder.*

- Give yourself plenty of time (3-4 hours) to create your first (template) resume using the builder.
- Before you start the resume builder, prepare a copy of your private sector resume that includes the information you will need to add:

Work Experience – Employer name, mailing address, your job title, exact dates of employment, salary, and detailed duties and accomplishments.

Education – School name, location, major/ minor, degree seeking or awarded, credits completed, honors awarded upon graduation; relevant coursework, licensures or certifications. If requested or relevant to the position, you can include high school information.

References – You may add up to 5 references. Name, Employer, Job Title, Phone and Email. Indicate whether the person is a personal or professional reference.

Job Related Training – List titles and completion dates of training courses you’ve taken (besides the coursework you listed in Education) that are relevant to the position for which you are applying.

Language Skills – Indicate proficiency level for speaking, reading, and writing.

Organization/ Affiliation – List organization name and your role or affiliation if it is relevant to the position. May include volunteer work. No room for details here.

Professional Publications – Academic or industry journal publications, conference proceedings, etc.

Additional Information – Add information relevant to the position that did not fit under other categories, such as honors, awards, projects, competitions, leadership activities, skills (such as software proficiency or typing speed) or additional items requested in a specific job announcement.

- Paste the information into the resume builder.
- Adapt your template resume in USA Jobs to include keywords and achievements that match each job announcement. You can save up to five (5) resumes in your USAJobs account.

ADDITIONAL RESOURCES FOR FEDERAL RESUME WRITING

- <http://usajobs.gov>
- http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php
- <http://www.dhs.gov/tips-writing-federal-resume>
- <http://www.archives.gov/careers/jobs/forms/resume-guide.pdf>

REFERENCES

It is a good idea to have a typed list of at least three professional references available when you apply to jobs or internships. Then, if you are asked for references as you apply or at the interview, you will be prepared.

Whom to Ask

References may include people such as former supervisors, professors, teaching assistants, or advisors. Choose people who can speak about your skills and abilities. Unless the application specifically asks for a personal reference, do not list a family member or friend as a reference.

How to Ask

First, ask the people you'd like to use if they can provide a reference for you if necessary. This way you can ensure that your references know to expect calls, and you can provide them with any details about your background and job search that may assist them. It is a good idea to provide your references with an up-to-date copy of your resume and the job description.

Building Good References

Participating in class and attending office hours to discuss the subject matter, rather than to complain about your grade or ask for extra credit, will help you build a positive professional relationship with faculty. Your genuine demonstration of curiosity may even lead to a research assistant opportunity.

Showing initiative and a willingness to learn at work, whether in an internship or part-time job, will help your supervisor remember you in a positive light. Keep in touch with your past supervisors and colleagues, so you keep up with each other's professional paths.

SAMPLE REFERENCE SHEET

Have a reference sheet ready in case you need to provide it with your application or at an interview.

Use the same heading and format as your resume.

For each reference, include the:

- Full Name
- Current Job Title & Employer
- Work Mailing Address
- Email
- Phone Number
- You can also include a short statement that indicates how you know the person.

If a reference is outside the U.S., you may mention the time difference, or indicate if it is best to contact them by email (due to language or time difference).

Jane Doe

1234 Campus Drive · Smalltown, MD 20740
(123)456-7890 · email@email.com

References

Mr. David Steel
Branch Manager, Chevy Chase Bank
1341 Cherry Hill Road
College Park, MD 20742
(301) 555-0123
dsteel@ccbank.com
(Supervisor at 123 Bank)

Dr. Ellen Setcher
Asst. Professor, Department of Civil Engineering
University of Maryland
1143 Glenn L. Martin Hall
College Park, MD 20742
(301) 405-1234
esetcher@umd.edu

SHARING YOUR RESUME

Where will you be taking or sending your resume this year?

Career Fairs - Employer Information Sessions - Professional Networking Events

If you will be sharing your resume with a person you meet face to face, print it on a good quality printer. Black ink on white paper is fine. Make more copies than you think you will need. Carry your resume copies in a padfolio or sturdy folder to keep the paper from getting wrinkled or stained.

Careers4Engineers - Employer Website - Job Search Portals - Email

You will most likely apply for internships or jobs through an online portal. Be sure to follow any specific instructions regarding file formats. If no instructions are given, save your resume and supporting documents (cover letter, writing sample, unofficial transcript, etc.) as a .pdf before you upload them to the portal or attach them to an email.

Job Interviews

If you are invited to an interview for a job or internship, be sure to bring some copies of your most up-to-date resume. Sometimes, a few weeks (or months) pass from the time you apply to the time you actually meet with the hiring manager. Be sure to include updates on projects you've completed or other relevant new information.

MORE RESUME WRITING RESOURCES

Career Workshops

Engineering Career Services staff advisors lead interactive Resume workshops that help you learn how to write a resume for your engineering internship or job search or improve the one you already have. Occasionally, recruiters from companies that hire Clark School students will lead the workshops.

Resume Critiques

It is always a good idea to have at least one other person look at your resume before you share it with a potential employer. A. James Clark School of Engineering students must have their resumes critiqued before they can access the Careers4Engineers portal.

Bring your printed resume in to get feedback from a peer or staff career advisor.

Engineering Career Services | 1131 Glenn L. Martin Hall

Walk-in hours are Monday-Friday, 8:30-4:15.

No appointment is necessary.

Recruiter-in-Residence Resume Clinics

At the beginning of each semester, we offer "Recruiter-in-Residence" resume clinics, where you can sign up to have your resume critiqued by an employer or Clark School alum. Sign up via Careers4Engineers.

Beyond Engineering

The University Career Center (3100 Hornbake Library) sponsors workshops and critiques for all University of Maryland students. See the Career Center's web page, <http://careers.umd.edu> for more information.

SAMPLE RESUMES

On the next few pages, you can see sample resumes to give you some ideas on how to organize and format your own. You may also find sample resumes online, in books at the library and at campus career centers.

Just be sure to make your resume your own - show employers what makes you uniquely qualified.

Sample Resumes

Sample Resume – First Year Fall Semester

Sample Resume – First Year Spring Semester

Sample Resume – Sophomore

Sample Resume – Seeking Engineering Co-op Position

Sample Resume – Seeking Consulting Internship

Sample Resume – COVID-19 Example

Sample Resume – Seeking Co-op/Internship in Construction

Sample Resume – International Engineering

Sample Resume – Double Major/ Study Abroad

Sample Resume – Double Major/ Computer Science

Sample Resume – Entry Level Software Engineering

Sample Resume – Student Athlete/Biotechnology (Medical Devices)

Sample Resume - Career Changer

Sample Resume – Alum Seeking Next Job

Sample Resume – USAJobs Resume Builder (Federal Position)

Sample Resume – First Year Master’s Student

Sample Resume – M.S. Chemical Engineering

Sample Resume – M.S. Chemical Engineering

Sample Resume – Military Experience

Sample Resume – Ph.D. Electrical/Computer

Sample Resume – Ph.D. Electrical/Computer

Sample Resume – Ph.D. Bioengineering

Sample Resume – Ph.D. Bioengineering

Amaya A. Novato

387 Turtle Avenue, College Park, MD 20742
student@terpmail.umd.edu • (410) 123 - 4567

EDUCATION

University of Maryland College Park, MD
B.S., Mechanical Engineering, GPA 3.0 Expected May 2023
FLEXUS: Women in Engineering Living and Learning Community Expected Citation May 2021

RELEVANT PROJECTS

UMD Over-Sand Vehicle Project College Park, MD
Structures Sub-team Leader Sept. 2019 – Present

- Collaborate with a group of 8 students to design, build, and test an autonomous over sand vehicle on a budget of \$350 within 3 months
- Lead the structure sub team to build the structure and shell of the over sand vehicle according to size and weight specifications
- Individually create full technical drawing of vehicle components on PTC Creo Parametric

Project Lead the Way (PLTW) Puzzle Cube Project Severna Park, MD
CAD Sub-team Leader Sept. 2017 – May 2019

- Designed and constructed a wooden puzzle cube made up of 8 pieces for Project Lead the Way Engineering Program (PLTW)
- Used hand drawn technical drawings and CAD programs SolidWorks and Inventor to design and plan puzzle before construction
- Awarded a “challenging” level of difficulty for puzzle and was not able to be solved in less than 6 minutes during trials

LEADERSHIP EXPERIENCE

Severna Park High School Tutoring Center Severna Park, MD
Math Tutor Aug. 2018 – May 2019

- Tutored peers in Algebra, Geometry, Pre-Calculus, and AP Calculus
- Worked one-on-one with each student to identify areas of weakness and gave the instruction needed to allow students to effectively learn concepts
- Communicated student progress and student feedback to supervisor

ACTIVITIES

Terrapin Theatre Troupe, Member Sept. 2019 – Present

- Perform in on-campus theatre troupe that puts on two shows per semester

The UMD Treblemakers, Member Sept. 2019 – Present

- Sing in an all-female a cappella group on campus

National Honor Society, Treasurer Sept. 2017 – May 2019

- Maintained organization expenses and fundraisers, including management of concession stand at the Navy Football Stadium

SOFTWARE SKILLS

PTC Creo Parametric, MATLAB, Microsoft Word, Excel, PowerPoint

Sample Resume - First Year Spring Semester

Patrick Kagaku

1234 Campus Drive, Davidsonville, MD 21031 • (410) 410-4104
umdterps@gmail.com • www.linkedin.com/in/pfreshman

EDUCATION

University of Maryland

BS, Materials Science and Engineering (GPA: 4.0)

College Park, MD

Expected May 2023

HONORS

Honors College, University Honors

Department of Materials Science Scholarship

MD State Scholarship for Academic Excellence

Citation Expected May 2023

Sept. 2019 - May 2020

Sept. 2019

TECHNICAL EXPERIENCE

UMD Engineering Design Project

Over Sand Vehicle Sub-Group Leader

College Park, MD

Sept. - Dec. 2019

- Managed a team of 5 students to design, build, and test an over sand vehicle, one of three vehicles out of 60 to successfully navigate the course
- Programmed OSV to navigate within 250 mm of the edge of water pool, detect the water source, and transmit its pollution level
- Determined power requirements of design and chose proper battery
- Designed and constructed circuitry for vehicle using Arduino
- Created Pro-Engineer design drawings and 3D printed axles and motor parts
- Wrote and presented a 25-page design report to faculty

WORK EXPERIENCE

Lighthouse Pools Management, Inc.

Experience Pool Operator and Manager

Hyattsville, MD

May - Aug. 2016 - 2019

- Mediated disputes arising between workers, delegated assignments to other lifeguards and created weekly work schedule
- Managed pool cleanliness and ensured pool operated up to code

Lifeguard

May - Aug. 2015 - 2017

- Promoted health and safety of pool patrons through enforcement of rules and maintenance of pool chemistry within the guidelines set by the county
- Helped maintain pool cleanliness under supervision of manager

SKILLS

Applications: Creo Parametrics, MatLab, Arduino, Microsoft Word, Excel, PowerPoint

Languages: Korean (Fluent), American Sign Language (Conversant)

ACTIVITIES & AFFILIATIONS

University of Maryland Repertoire Orchestra, *Member*

Club Table Tennis, *Member*

National Society of Collegiate Scholars, *Member*

The Minerals, Metals, and Materials Society, *Member*

Sept. 2019 - Present

Sept. 2019 - Present

Sept. 2019 - Present

Sept. 2019 - Present

Sample Resume – Sophomore

Liliana A. Lopez

terpstudent@terpmail.umd.edu, (301) 111-1234

School Address: 6223 La Plata Hall, College Park, MD 20742

Permanent Address: 65444 Brookline Way, Centerville, NJ 01208

EDUCATION

University of Maryland

B.S., *Chemical & Biomolecular Engineering*

GPA 3.76

College Park, MD

Anticipated May 2022

- Barbara J. Dieter Scholarship, A. James Clark School of Engineering

Awarded Sep. 2018

SKILLS

Software: Matlab, C++, ChemCAD, Microsoft Access, Excel

Laboratory: Thin-Layer and Column Chromatography, Oscilloscope, Inorganic and Organic Synthesis

Languages: Spanish (fluent), Portuguese (intermediate)

TECHNICAL EXPERIENCE

Johns Hopkins University Applied Physics Laboratory

Laurel, MD

Intern: Sentiment Extraction – Milton S. Eisenhower Research Center

Jan., May – Aug. 2019

- Researched natural language processing (NLP), specifically information extraction
- Parsed sentences using Stanford typed dependency (SD) representation to extract textual relations
- Developed feature set from tagged sentiment words for input into conditional random field (CRF) model

University of Maryland Over-Sand Vehicle Project

College Park, MD

Team Member

Sep. – Dec. 2018

- Collaborated with 6 team members to design and build an autonomous over sand vehicle that successfully identified and analyzed debris in its path using Arduino programming
- Constructed chassis and assembled final vehicle with two other sub team members
- Presented formal design reports to engineering faculty using Microsoft Excel and PowerPoint

LEADERSHIP EXPERIENCE

University of Maryland Office of Multiethnic Student Education

College Park, MD

Peer Tutor

Jan. 2019 – Present

- Provide walk-in tutoring for calculus and chemistry to undergraduate students

Society of Women Engineers

Beach Town, CA

Regional Collegiate Communications Editor (RCCE)

Oct. 2018

- Demonstrated new and more efficient blog format to 200 senior members at national meeting

ACTIVITIES & AFFILIATIONS

Mechanical Engineering Honor Society, Pi Tau Sigma, Member

Jan. 2019 – Present

University of Maryland Terp Runners Club, Member

Sep. 2018 – Present

Sample Resume - Seeking Engineering Co-op Position

KEITH HERMANDAD

28 Terrapin Dr., Springfield, IL 21209 • (555) 555-5555 • student@umd.edu

EDUCATION

University of Maryland: A. James Clark School of Engineering College Park, MD
B.S. Electrical Engineering, 3.5 GPA Expected May 2022

WORK EXPERIENCE

ITT- Advanced Engineering and Sciences Bowie, MD
Technical Intern Level 4 - Algorithm Team Member May - Aug. 2020

- Completed the traceability of the engineering analysis for the Spectrum Management Transition Initiative (SMTI) project.
- Aided head engineer of algorithm team in the creation of technical engineering specifications.

Software Unlimited, Inc. Baltimore, MD
Technician May - Aug. 2018, 2019

- Assisted an algorithm team in creating technical specifications under direct supervision of the head engineer for ITT.
- Updated medical software to the latest version of Medical Mastermind, a powerful medical-practice management product, at over three hundred doctor offices.

RESEARCH EXPERIENCE

Honors College: Gemstone Research Program Citation Expected May 2022

- Selected to participate in a four-year interdisciplinary research program for high performing honors students at the University of Maryland.
- Submitted design proposals as part of a 6-member team for a global positioning system and inertial navigation unit to provide walking directions from building to building.
- Initiated data collection for global positioning operation and communication protocol.

LEADERSHIP EXPERIENCE

Alpha Sigma Phi, Fraternity College Park, MD
Philanthropy Chair May 2019 - Present

- Establishing a community basketball tournament, which raised over \$4000 for the Livestrong Foundation.

Recruitment Committee Member Jan. - May 2019

- Collaborated with Vice President in writing amendment to local chapter constitution that clearly defined fraternity's judicial system.
- One of 25 members selected to attend 2018 Ralph F. Burns Leadership Institute.

SKILLS

Proficient: MATLAB, AutoCAD, MicroStation, Creo Parametric, Robotics Lab, MS Excel

Exposure: HTML and Java

1234 Turtles Road, Newark, NJ 07101
862.222.5555 - umdstudent@umd.edu

Emily Strazak

Education

University of Maryland College Park, MD **GPA: 3.62**
B.S Fire Protection Engineering Expected May 2022
• **Banneker Key Scholar** Awarded August 2017

Quality Enhancement Systems and Teams (QUEST) April 2018 - Present

- Selected for competitive interdisciplinary quality management program that focuses on customer value management, process and product design, problem solving, project management, customer satisfaction, and teamwork.
- Collaborated with a team of 6 students for Unilever in order to establish a Foreign Material Reduction Plan, utilizing several Six Sigma and Lean strategies.

Experience

Accenture Federal Services, Intern Arlington, VA May - August 2021

- Analyzed business management process in order to deliver solutions based on critical industry insight
- Delivered weekly presentations to clients to help develop a wide range of knowledge about innovative software technologies in business management

Digital Management, Inc., Intern Bethesda, MD January 2020

- Developed digital management process to effectively store customer data, minimizing processing errors
- Researched complex U.S. Government IT Services market, and presented a thorough analysis of competition to clients

Naval Systems Missions, Intern Washington, DC May - August 2019

- Applied high-expansion foam to mission equipment as a fire suppressant using a modified, closed cup burner apparatus.
- Visited client sites and facilitated workshops focused on applying high-expansion foam product to customer devices
- Observed data from full-scale, low-expansion foam pool fire experiments and delivered recommendations in order to ensure safety of delivered products

Honors and Awards

College Park Scholars, Public Leadership Program August 2019

Salamander Membership Honorary Fire Protection Engineering Society April 2019

Activities

Society of Fire Protection Engineers, Member August 2018 - Present

University of Maryland Jewish Muslim Alliance, Member August 2017 - Present

Mighty Sound of Maryland Marching Band, Pep Band August 2017 - Present

Computer Skills

Adobe Photoshop, InDesign; LabView; Microsoft Office (Word, Excel, PowerPoint, Publisher)

ANTHONY JONES

123-456-7890 • sbioe@terpmail.umd.edu
8000 Boteler Lane, College Park, MD 20740

EDUCATION

University of Maryland

B.S. Bioengineering

GPA: 3.98

College Park, MD

Expected May 2022

- Dean's List: Spring 2019, Fall 2018, Spring 2018

SKILLS

Laboratory: Bacterial culture, Stem cell culture, Gel Electrophoresis, ELISA, FRET, Western Blotting

Software: MATLAB, LabView, Microsoft Office Suite

TECHNICAL EXPERIENCE

Pfizer

Intern (Offer Accepted, Rescinded by Company Due to COVID-19.)

College Park, MD

May 2020 – Jul. 2020

University of Maryland – Virology Laboratory

Group Member

College Park, MD

Jan. 2020 – May 2020

- Researched potential antibodies for COVID-19 on a team of 6 other undergraduate students
- Utilized ELISA in order to test coronavirus binding affinity to well documented viral antibodies
- Proposed experimental plan to contribute towards characterizing COVID-19 in a 20-page design report & one-hour presentation to UMD and NIH faculty

NIH Oncology Lab

Researcher

College Park, MD

Jan. 2018 – May 2018

- Determined potential of an unknown drug as a cancer treatment by identifying apoptosis in HL60 Leukemia cells.
- Performed Cell Viability dye-Exclusion, Mitochondrial Membrane, Annexin V/Propidium Iodide, and Colorimetric Caspase Activity Assays, as well as Western Blotting to monitor caspase and antibody activity of HL60 cells treated with drug.

LEADERSHIP EXPERIENCE

Meals on Wheels

Volunteer

Spring, MD

Mar. 2020 – Present

- Helped deliver groceries to homebound elderly that could not safely purchase their own
- Coordinated with other volunteers to strategize and use proper safety measures

ACTIVITIES & AFFILIATIONS

Engineering World Health – General Body Secretary

Sept. 2018 – Present

Biomedical Engineers Society – Member

Sept. 2017 – Present

Alumni Cup – Bioengineering Team, Rube Goldberg Machine Competition

Feb. 2018

Sample Resume - Seeking Co-op/Internship in Construction

Olivia S. Erbauer

123 Terrapin Way
College Park, MD 20742

otransfer@gmail.com
(112)-345-5555

Education

University of Maryland B.S. Civil Engineering	College Park, MD	Expected Dec 2022 GPA: 3.0
Montgomery Community College A.S. Mechanical Engineering (Honors Program)	Rockville, MD	May 2019 GPA: 3.5

Internship Experience

Clark Construction—Engineering Intern	San Francisco, CA	May - Aug 2021
<ul style="list-style-type: none">Developed a database to be used for future bids by collecting, sorting, and analyzing a wide variety of data from previous projects.Generated Requests for Information of concrete related inquiries by utilizing Google Slides and Microsoft OfficeTracked supplies and financials by keeping inventory of multiple subcontractor deliveries through the utilization of logs, saving the project over \$1,500.		

Technical Projects

Civil 3D Gravity Pipe Network—Independent Project	Frederick, MD	July 2020
<ul style="list-style-type: none">Utilized AutoCAD Civil 3D to design a gravity pipe network and compute energy and hydraulic grade lines through analysis of rainfall dataReviewed results of calculations graphically in a .csv file and modified network according to results		
Energy Efficient House Design Project—Team Leader	College Park, MD	Sep - Dec 2019
<ul style="list-style-type: none">Designed and constructed a small-scale energy efficient house to explore sustainability ideas under a \$500 budget on a team of four.Individually calculated and investigated size and quantity of solar panels affordable and realistic for the roofPresented 20-page design report to board of six engineering professors.		

Work Experience

Department of Transportation Services—Student Driver	College Park, MD	Aug 2019 - Present
<ul style="list-style-type: none">Coordinate timely and reliable UM-Shuttle transit service involving over 30 vehicles to about 260,000 riders.		
The Greene Turtle—Wait Staff	Frederick, MD	May 2017 - Aug 2019
<ul style="list-style-type: none">Provided customers with quality service while working in a fast-paced, high pressure environment.		

Activities and Affiliations

Alpha Omega Epsilon, Women in Engineering Sorority—Sister	Apr 2020 - Present
Maryland Club Soccer Team—Team Captain	Sep 2019 - Present

Skills

Engineering: PTC Creo, AutoCAD Civil 3D, SolidWorks, Arduino, SFRAME, FlowMaster
Other: Microsoft Word, Excel, PowerPoint, Project Professional

Sample Resume – International Engineering

BEKELE D. WILSON

umdstudent@gmail.com • (301) 555-5555 • Small Town, MD 12345

EDUCATION

University of Maryland

B.S., Aerospace Engineering

Minor, Global Engineering Leadership

GPA: 3.8

College Park, MD

Expected May 2022

Leadership in Engineering, Business, and Technology, Research Assistant

UMD Short-Term Study Abroad

UAE, Qatar

Jan. 2020

- Researched development of projects and global leadership structure of Nakheel, Dubai RTA, the Louvre, Masdar City, and MSHEIRB Properties.
- Collaborated with Carnegie Mellon, Qatar students for GOALS leadership symposium to develop and present global leadership model.

EXPERIENCE

UMD Burkina Faso Water Project, Team Member

Engineers Without Borders

College Park, MD

Aug. 2019 - Present

- Collaborated with a group of students and professional engineers to design a viable water extraction system for a village in Burkina Faso.
- Aided in the design of the water storage tank and water distribution system.

UMD Supersonic Wedge Model, Independent Research and Design

Special Topics in Wind Tunnel Testing

College Park, MD

Sept. 2018 - Present

- Researched, designed, and tested a wedge model for use in a Mach 2.2 wind tunnel.
- Analyzed shockwave patterns produced using a color schlieren system.

UMD Satellite Trajectory Analysis, Project Team Member

Space Navigation and Guidance

College Park, MD

Sept. 2018 - Dec. 2018

- Used telescope observations to plot the trajectory of several satellites.
- Executed coordinate transformations using MATLAB algorithms to determine trajectories.

UMD Bridge Design Team, Project Team Co-Leader

Statics

College Park, MD

Jan. 2018 - May 2018

- Led a team of 8 students to design, fabricate, and test a functional prototype of a wooden bridge designed to optimize the strength-to-weight ratio on a 3-week deadline.
- Placed 2nd out of 15 teams for the best strength-to-weight ratio.

COMPUTER SKILLS

Engineering: CREO, Inventor, EES, MATLAB, COMSOL, SolidWorks, FEA experience

Platforms: Windows 7/8/10, iOS, Linux

Languages: Arabic (intermediate), Amharic (conversational)

AFFILIATIONS

Women in Engineering, Engineering Tutor

2020 - Present

Multiracial and Biracial Student Association, Member

2020 - Present

Sample Resume – Double Major/ Study Abroad

Calvin Hernandez

D.O.D. SECRET CLEARANCE

www.linkedin.com/in/cdoublemajor • cdouble@terpmail.umd.edu

1234 Testudo Rd, College Park, MD 20740 • (301)456-7890

EDUCATION

University of Maryland

B.S., Aerospace Engineering

B.S., Mechanical Engineering

Minor in International Engineering

College Park, MD

Expected May 2022

GPA: 3.565

Universidad Carlos III

Madrid, Spain

March – July 2019

Shadowed engineers at Airbus Military's Flight Test Center in Getafe, Spain while studying aerospace engineering courses in English

SKILLS

Catia V5 CAD

Pro/Engineer CAD

Abaqus FEA

ANSYS FEA

MATLAB

C++ Programming

RELATED EXPERIENCE

Simulation-Based System Design Laboratory

Undergraduate Research Assistant

College Park, MD

March – August 2021

- Created detailed 3-D components of virtual reality environments via CAD software programs for a DARPA research project
- Utilized Python and Minitab in order to evaluate effectiveness of 3-D components in the virtual environment

Battelle National Biodefense Institute

Engineering Intern

Frederick, MD

May 2019 – August 2019

- Edited building drawings, labeled room numbers on exhaust valves, and reviewed AutoCAD drawings and submittals for an autoclave move
- Helped orchestrate a preventative maintenance program for the Facility Operations group, minimizing facility downtime by 20%

Terps Racing (SAE)

Baja SAE Vehicle Build; Project Team Leader

College Park, MD

October 2018 – May 2019

- Modified previous year's Baja car for Birmingham, Alabama water event, converting it into amphibious ATV to traverse a 1-km W-shaped pond and road courses
- Placed 4th out of 49 universities in the main event, a four-hour endurance race

MEMBERSHIPS AND ACTIVITIES

- American Institute of Aeronautics & Astronautics, *Member*
- Black Engineering Society, *Events Coordinator*
- UMD Intramural Soccer, *Member*

September 2018 – Present

September 2018 – Present

September 2018 – Present

Sample Resume - Double Major/ Computer Science

Robert Hwaiting

123 Campus Drive, College Park, MD 20742 | 123-456-7890 | student@terpmail.umd.edu

EDUCATION

University of Maryland

B.S., Mechanical Engineering and Computer Science, GPA: 3.55

- Honors College, University Honors

College Park, MD

Expected May 2022

SKILLS

Software: Java, C/C++, Assembly, Ruby, OCaml, Matlab, Eclipse, SWIFT, SQL, Linux/Unix

Engineering: Solidworks, Pro Engineer, Autodesk Inventor, Excel, Word, Outlook

TECHNICAL EXPERIENCE

NASA Goddard Space Flight Center

Software Development Intern

- Analyzed trends in the Mars Rover's mass spectrometer data through test-driven software development strategies in Java

- Executed test procedures and documented results to ensure software system requirements are met
- Implemented mergesort and quicksort algorithms for processing large data sets
- Improved data processing tools in a command-line UNIX environment

Greenbelt, MD

May 2021 – Aug. 2021

Sikorsky Aircraft

Flight Test Instrumentation Intern

- Worked with a team of technicians to ensure accuracy of instrumentation measurements through pre-flight evaluations
- Troubleshoot imprecise data readings through sensor and remote calibrations

West Palm Beach, FL

May 2019 – Aug. 2019

Electronics Project, University of Maryland

Individual Project

- 3D printed and programmed a 3-axis robotic arm to pick up and throw a ball
- Designed the arm using Solidworks and programmed an Arduino to control a motor, using a joystick

College Park, MD

April 2019

LEADERSHIP

Out in STEM, University of Maryland

Chapter President

- Lead local chapter of the national LGBT-affirming engineering society
- Organized and facilitated panels of Out Professionals from NASA Goddard, Accenture, and Northrop Grumman
- Tripled charter membership from six to eighteen in less than one year as president

College Park, MD

Aug. 2019 – Present

Terps Racing, University of Maryland

Instrumentation Lead

- Coordinated a team of 8 students to instrument the chassis of a formula one race car
- Led communication across programmers and technicians to successfully install strain gauges, accelerometers, and pressure transducers under time and budget constraints

College Park, MD

Aug. 2018 – May 2019

ACTIVITIES/AFFILIATIONS

Pi Tau Sigma, Mechanical Engineering Honor Society, *Member*

Mighty Sound of Maryland, Marching Band, *Musician*

Aug. 2019 – Present

May 2018 – Present

Sample Resume – Entry Level Software Engineering

1234 Main Street, NW
Washington, DC 12312

Caitlyn Barmaji

123-456-7890
CCompE@gmail.com

EDUCATION

University of Maryland

B.S. Computer Engineering, GPA 3.3

- ACES: Cybersecurity Honors Program

College Park, MD

Expected May 2021

SKILLS

C/C++, Ruby, Java, OCaml, Prolog, Verilog Assembly (Mips, y86), SQL Parse Firebase, MongoDB, Windows 7/8, iOS, Android, Ubuntu, Linux, Labview, PSpice, ProEngineer

TECHNICAL EXPERIENCE

Google Inc.

Software Development Intern

Seattle, WA

May – Aug. 2021

- Wrote automated Quality Analysis test scripts for study features on website utilizing Selenium and Junit
- Refactored a large portion of website (3.5 million+ users), migrating logic from client to server, and creating customized views and paging mechanisms to display it
- Added quizzing to the Android application (100k+ downloads), using RESTful web services to generate content and creating customized views and paging mechanisms to display it
- Developed and integrated post-processing compression function reducing storage requirements by 72%

NASA Goddard Space Flight Center

Software Development Intern

Greenbelt, MD

May – Aug. 2019, 2020

- Designed Java tools that perform procedures such as remapping, shrinking, and filtering of sensor data collected from the Suomi NPP Satellite, to aid scientific community in analytics of weather information
- Analyzed effectiveness of Hadoop Distributed File System over current file structure, comparing metrics for common operations such as reading, writing, and copying of large data sets
- Presented products and findings at Poster Session to familiarize NASA colleagues and manager

HackMIT

Team Member

Boston, MA

May 2020

- Awarded Audience Choice out of 54 total projects for Android mobile application that dynamically sets an alarm for the user based on a specified appointment with a time and location

Payper – Web/Android App

Individual Project

College Park, MD

Aug. – Sep. 2019

- Converted digital currency into physical bills redeemable through scanning QR codes
- PennApps Winner of “Most Consumer-Friendly Bitcoin Hack”

ACTIVITIES

Terrapin Hackers, President

May 2019 – Present

Association for Women in Computing, Active Member

Sep. 2018 – Present

UMD Gamer’s Orchestra, Harpist

Sep. 2018 – Present

Intramural Quidditch Club, Active Member

Sep. 2018 – Present

Society of Women Engineers, Director of Social Events

Apr. 2018 – Mar. 2019

Sample Resume – Student/Athlete Biotechnology (Medical Devices)

ANA CAMARGO

8000 Boteler Lane, College Park, MD 20740 • 123-456-7890 • bioedevic@terpmail.umd.edu

Education

University of Maryland College Park, MD
B.S., Bioengineering GPA: 3.52 Expected Dec. 2022
• *NCAA Division I Athlete: Women's Gymnastics*

Skills

CREO Parametric, Pro/Engineer, Solidworks, Autodesk Inventor, MATLAB, NX 8.5,
C programming, FEA, CAD, Microsoft Office (Word, Excel, PowerPoint)

Technical Experience

A.J. Drexel Plasma Institute Camden, NJ
Research Assistant May 2019 – Jan. 2020
• Managed bacterial cultures and executed projects modeling applications of FE- DBD plasma in microbiology sterilization.
• Evaluated applications in hand sanitization, spore growth inhibition, and infection prevention post optical surgery.

Respiratory Monitor Design College Park, MD
Team Leader Aug. 2018 – May 2019
• Led a team of five multidisciplinary undergraduate and graduate students to design and prototype an infant respiratory monitor for neonatal care units in developing nations
• Drafted circuit schematics of respiratory monitor by utilizing hand-drawings and CAD
• Conceptualized universal user interface and device's foot strap design

Air Force One Model College Park, MD
Team Member Jan. 2019
• Modeled a scaled replica of the Air Force One model of the Boeing 747-200 in a team of 6 engineers
• Individually drafted the vertical stabilizer and rudder in CREO Parametric 2.0
• Compiled a 20-page design report with 2D drawings and bill of materials, and a presentation with flight simulation

Human Movement Risk Assessment College Park, MD
Team Member Sep. 2018 – Dec. 2018
• Analyzed tendon and muscle data to determine the risk of injury to the ACL, patellar tendon, and quadriceps muscles
• Individually created Force Body diagrams to demonstrate the direction and magnitude of musculoskeletal forces

Leadership Experience

University of Maryland NCAA Division I Student-Athlete College Park, MD
Women's Gymnastics, Team Captain August 2018 – Present
• Lead a team of 20 student athletes in daily workouts and weekly competitions while managing a full-time student course load
• Host 1-on-1 meetings with new teammates to help orient them to the campus community
• Fundraise for 3 non-profit organizations per year by participating in philanthropy events

Janel Walker

123 Terrapin Terrace, College Park, MD 20742
301.555.5000 • student@umd.edu

Civil Engineer with computer-aided drafting (CAD), design training and a background in business. Firsthand experience applying engineering principles to develop cost-effective solutions to design problems.

KNOWLEDGE, SKILLS, AND TRAINING

- AutoCAD 3D Modeling
- MicroStation
- MATLAB
- ArcGIS
- Structural Analysis
- Engineering Materials
- Geometrics and GIS
- Geotechnical Engineering
- Project Management
- Fluent Spanish & French

EDUCATION

University of Maryland

Bachelor of Science, Civil Engineering

Major GPA: 3.2, Cumulative GPA: 2.9

Bachelor of Science, International Business

GPA: 3.8

College Park, MD
Expected Dec. 2022

May 2017

EXPERIENCE

Engineers Without Borders

Project Leader

Quito, Ecuador
May 2018 - Present

- Coordinated a team of eighteen volunteers to analyze soil data during the four-week construction phase, successfully installing 39 household latrines

U.S. Department of Energy Solar Decathlon

UMD Team Construction Group Member

College Park, MD
Jan. – Oct. 2018

- Solicited over \$50,000 in donations of free and reduced-cost building materials from company representatives at the 2011 International Builder's Show
- Performed friction testing on footings to analyze lateral load capacity; conducted compression testing on sample concrete cylinders to determine breaking strengths
- Received People's Choice Award and placed 8th overall out of fifty teams

Anti-Icing Project

Project Team Member

College Park, MD
Aug. – Dec. 2018

- Designed, built, and tested a functional prototype of an autonomous bridge de-icing system
- Presented final design to panel of faculty and professional engineers

Hilton Worldwide

International Sales Representative

New York, NY
Jun. 2017 – Aug. 2018

- Responded to sales inquiries, initiated new sales, and solicited potential clients
- Negotiated multi-million dollar contract with international professional association

MEMBERSHIPS AND ACTIVITIES

Society of Hispanic Professional Engineers (SHPE), Active Member

Jan 2019 – Present

American Society of Civil Engineers (ASCE), Secretary

Sept. 2017 – May 2018

LUKE BATTLE

1205 Alumni Fancy Street, Washington, DC 20001
(202) 987-6543 • lbatalum@fake.umd.edu

CONSULTANT | PROJECT MANAGER

Product Design | Mechanical Engineering | Research & Development

Entrepreneur and product developer with a technical background and two years of consulting experience. Demonstrated expertise in business operations, quality control, budget analysis management, and negotiations and contract development. **Strengths include:**

- Quality Management
- Bid Development & Contract Administration
- Staff Leadership & Resource Management
- Product Design Engineering
- MATLAB
- C/C++ Based Arduino
- ANSYS
- SolidWorks
- Autodesk Inventor
- AutoCAD
- Microsoft Excel (Macros)
- SQL queries

EDUCATION

University of Maryland College Park, MD
BS, Mechanical Engineering May 2020
Department of Engineering Chairman’s Award
Minor in Technology Entrepreneurship, Hinman CEOs Entrepreneurship Program

PROFESSIONAL EXPERIENCE

Big Government Consulting Washington, DC
Senior Consultant | Engineering Manager January 2018 - Present

- Manage large scale projects including IT upgrades, HVAC installations, office renovations, and facilities operations
- Gather customer requirements, write statements of work, budget project funds, and drive schedule
- Review Architecture and Engineering design drawings for accuracy, feasibility, and code compliance
- Ensured submitted plans complied with ASHRAE, IBC, OSHA, and client-developed standards
- Presented three final project reports to senior leads and successfully gained closed projects

Private Tech Consulting Corporation Reston, VA
Associate Consultant August 2016 - January 2018

- Utilized agile development methodology to design and deliver custom business process management applications in a fast-paced environment
- Used a Java based framework and MySQL database language to aggregate and analyze business data
- Recognized by department for role in ensuring that the application was pushed to production on time

US Government, Facilities Engineering Washington, DC
Project Manager Intern May - August, 2014 & 2015

- Acted as point of contact for all facilities planning and ad hoc needs of executive level offices
- Oversaw the implementation of a recovery effort from an unexpected facilities crisis within 12-hour window
- Reviewed design drawings, drafted two Statements of Work, and acted as point of contact for contractors

University of Maryland, Micro-Robotics Laboratory College Park, MD
Product Developer January 2014 - May 2014

- Created fitness tracking workout gloves that communicate exercise data via Bluetooth Low Energy
- Developed a wiring schematic, designed a Printed Circuit Board, and constructed PCB in laboratory

Sample Resume – USAJobs Resume Builder (Federal Position)

Ms. Teresa M. Montgomery

2345 Gamely Rd.
Wilmington, DE 19810 United States
Mobile: (202) 456-7890 - Ext: 123
Email: tmontstu@students.edu

Availability: **Job Type:** Permanent, Temporary, Summer, Presidential Management Fellows, Recent Graduates, Intermittent, Internships, Telework

Work Schedule: Full-Time

Desired locations: United States - Washington DC, College Park, MD, Greenbelt, MD, Atlanta, GA

Work Experience: University of Maryland
Multiscale Measurements Laboratory
Engineering Building 2
College Park, MD 20742 United States

05/2018 – Present, Hours Per Week: 15

Undergraduate Research Fellow

Duties, Accomplishments and Related Skills:

Create multifunctional sandwich composites inspired by Palmetto Wood Design composites with a charge-holding foam core to act as batteries

Education: **University of Maryland**, College Park, MD United States
Some College Coursework Completed
GPA: 3.74 of a maximum 4.0
Credits Earned: 128 Semester hours
Major: Mechanical Engineering **Minor:** Project Management
Relevant Coursework, Licenses and Certifications:
Intro to MATLAB, Programming for Mechanical Engineering,
Thermodynamics, Materials Science I

Affiliations: Alpha Omega Epsilon Professional Engineering Sorority - Member

Additional Information: LEADERSHIP:
Department of Resident Life, University of Maryland
Math Coach, September 2016 – Present

SKILLS & CERTIFICATIONS:
Programming in Matlab, C++ AutoCAD, PSpice, Microsoft Excel
FE/ EIT Certification, August 2018

HONORS & AWARDS:
L-3 Communications Scholarship, received August 2016

Sample Resume – First Year Master’s Student

Dana Pillai

1234 Testudo Ln., College Park, MD 20740 | (301)555-5555 | terpstudent@umd.edu

EDUCATION

University of Maryland

MS, Telecommunications Engineering

College Park, MD

Expected May 2022

- Relevant Coursework: Networking Protocols, Wireless OFDM Systems, Decision Modeling, Advanced Wireless Communications Networks, AWS/PCS System Implementation

Visveswaraya Technological University

BE, Telecommunication and Electronics

Bangalore, India

May 2019

- First Class Honors, top 5% of class

TECHNICAL SKILLS

Programming: C++, SQL, SQL Server 2010, HTML, XML, JavaScript, MATLAB

Protocols: TCP-IP, RIPv1, RIPv2, EIGRP, OSPF, BGP

Tools: SPSS Tool, WireShark, MaxPlan

TECHNICAL EXPERIENCE

WISPY, InSSIDer, WI-FI Scanner

Independent Project

College Park, MD

September 2018

- Inspected WLAN of University of Maryland and personal home access points, as well as the surrounding networks.
- Troubleshoot the access points for higher dBm, playing with frequency spectrum and channels using the tool Channel, RSSI, and "Time Last Seen".

Mobile Communications Ltd.

Technical Engineer

Bangalore, India

July 2016 – July 2018

- Collaborated with marketing department to redesign coverage-extension sites to enhance company competitiveness.
- Developed network capacity growth plans and designed 24 new sites to offload capacities from existing sites.
- Led design of 65 coverage-extension sites and optimization of 120 on-air sites.

WORK EXPERIENCE

McKeldin Library

IT Office Assistant

College Park, MD

August 2018 – Present

- Developed a software tool "BSR – Advance" for database maintenance.

ACTIVITIES AND AFFILIATIONS

Institute of Electrical and Electronics Engineers

Event Organizer/Coordinator

Bangalore, India

September 2014 – May 2017

- Increased attendance at IEEE tech fest and cultural festival by 15% over two years.

ROHIT T. MOHAMMAD

123 Graduate Dr., #123
College Park, MD 20740

(123)456-7890
rhm1234@umd.edu

EDUCATION

UNIVERSITY OF MARYLAND College Park, MD
M.E. Chemical Engineering GPA: 3.7 Expected May 2022

UNIVERSITY OF VIRGINIA Charlottesville, VA
B.S. Chemical Engineering, Business Minor GPA: 3.8 May 2017

- Magna cum Laude

SKILLS AND CERTIFICATIONS

Software: MATLAB, MathCAD, ASPEN, ANSYS, Expert Microsoft Office (Word, Excel, Access, and PowerPoint)

Laboratory: Gas Chromatography, organic synthesis & purification, HPLC, atomic absorption

RELEVANT EXPERIENCE

ABC DEVELOPMENT COMPANY

Energy Sector Analyst

July 2015 - August 2017
Toronto, Canada

Verification of Enhanced Oil Recovery Audits

- Assessed whether the quantity of offsets generated was characterized accurately by evaluating calculation methodologies, re-performing direct and indirect emissions calculations, and analyzing P&IDs of the injection and production facility.
- Identified compressor seals and CO₂ dissolved in stored crude as the missing emission sources that accounted for 22% of the total emissions from the site.

Greenhouse Gas Emission and Sinks Inventory, Oil and Gas Sector

Washington, DC

- Established the uncertainties associated with each emission source using @RISK, a Monte Carlo simulator capable of performing risk analysis in Excel spreadsheets.
- Improved the U.S. Inventory by researching and quantifying the emissions reductions from technologies and processes reported by Natural Gas STAR Partners to enhance the assumptions and the resulting emissions estimates.
- Recommended statistical methods to validate the emissions profile of a facility and estimated expected ranges for data elements collected through reporting.

Measurement Study for Indian Natural Gas Industry

Bhopal, India

- Designed Excel-based tools to aggregate emissions data into a comprehensive emissions inventory and perform economic analysis of mitigation options for the major emission sources; analysis revealed savings of \$3.75 million.
- Presented the results of the measurement study and mitigation options to EPA client in a technical presentation.

Energy Performance Benchmarking and Conservation Potential

Washington, DC

- Established a baseline energy consumption profile for equipment used in transmission processing of oil and gas by researching Title V permits, vendor documents, and by using engineering calculations.
- Developed an estimate of potential energy savings by creating a database of conservation methods and using a proprietary calculation platform.

Rohit Mohammad, pg. 1 of 2

Climate Business Opportunities

Washington, DC

- Identified key investment opportunities to target as climate change and sustainability become increasingly important in developing countries.
- Inventoried and projected the growth of emissions from the oil and gas industry in developing countries based on key market metrics.
- Estimated reduction potential for emissions by evaluating the implementation of mitigation technologies, including the potential for miniaturized gas-to-liquid technologies.
- Conducted a rigorous search of potential companies within the target regions that met the client's stringent investment criteria.

ABC ENERGY PARTNERS

Bethesda, MD

Project Coordinator

June 2013 - June 2015

- Delivered technical presentations on emission mitigation technologies and practices and provided logistical support for numerous technology transfer workshops.
- Researched and organized data on process units at refineries
- Calculated the equivalent distillation capacity of each refinery in the U.S. that took into consideration the complexity of process units at each refinery.

RESEARCH EXPERIENCE

PETROLEUM INSTITUTE

Abu Dhabi, U.A.E

Research Assistant

June - August 2012

- Established a theoretical formalism linking thermal and visco-elastic properties of crude oil used in reservoir simulations and enhanced oil recovery methods.
- Published results of research:
 - Ayaz, A.; **Masters, R.T.**, Temperature dependent thermodynamic and thermo-elastic properties of crude oil. *Journal of Engineering Topics* 2012, vol. 5, pp 123-145.
 - **Masters, R.T.**, Perez, P., Visco-elastic and dielectric relaxation studies of crude oil. *Petroleum Science and Technology* 2013, vol.21, pp 234-344.

AFFILIATIONS

American Institute of Chemical Engineers

September 2011 - Present

Association of Energy Engineers

May 2013 - Present

Tau Beta Pi Honor Society

September 2012 - May 2013

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Sample Resume-Military Experience

Eric Tenley

Hyattsville, MD 20783 | +1.703.555.1212 | student@terpmail.umd.edu | www.linkedin.com/in/UMDstudent

EDUCATION

University of Maryland Bachelor of Science: Mechanical Engineering, GPA: 3.05	College Park, MD Expected Graduation: May 2022
Munich University of Applied Sciences Study Abroad Semester: Automotive Engineering, GPA: 3.2 International Engineering Certificate	Munich, Germany Jan - July 2021 July 2021
Northern Virginia Community College Associates of Science: Engineering Sciences, GPA: 3.83	Alexandria, VA Aug 2016 - May 2017

TECHNICAL EXPERIENCE

Colliers International Assistant Project Manager	Washington, DC May 2020 - Aug 2021
<ul style="list-style-type: none">Examined building schematics and generated technical documentation of existing componentsComposed testing procedures for commercial HVAC systemsConducted building envelope testing and verified results were according to LEED standards	
University of Maryland, Mechatronics Project Individual Project	College Park, MD Aug - Dec 2021
<ul style="list-style-type: none">Conceptualized and developed a robotics system which fired a projectile based on user inputSuccessfully wrote and implemented Arduino and Processing code to communicate with system	
Munich MotorSport Aerodynamics Design Team Member	Munich, Germany Jan - Aug 2021
<ul style="list-style-type: none">Examined the aerodynamics of vehicle components using ANSYSSimulated proposed improvements of new design using Finite Element Analysis (FEA)	
Munich University of Applied Sciences, Platooning Aerodynamics Team Team Member	Munich, Germany Feb - July 2021
<ul style="list-style-type: none">Analyzed the pressure experienced between vehicles at varying lengths using ANSYSProved the potential fuel savings vehicles experience while platooning	
Airgility CAD and Assembly Team Member	College Park, MD May - Sep 2020
<ul style="list-style-type: none">Fabricated autonomous robotic drone systems used to deliver medical devices and suppliesCollaborated in designing the mounting brackets for propeller motors using CAD software (SolidWorks)Assembled the 3D CAD models and finalized the designs before 3D printing occurred	

MILITARY EXPERIENCE

United States Air Force Journeyman Meteorologist	Sumter, SC Jan 2012 - Jan 2016
<ul style="list-style-type: none">Analyzed raw weather data from surface observations, satellites, radar, computer models and climatological information to develop an informed weather forecast with direct mission impactVerbally communicated weather data to officers in charge and fellow meteorologists to enable strategic decision making to ensure equipment and personnel safetyProvided forecasts ensuring completion of over 2000 flight missions with a 98% error-free success rate	

SKILLS

Technical: Creo, AutoCAD, SolidWorks, ANSYS, MATLAB, C++, Microsoft Office, Arduino, Processing

Language: German (Intermediate, Goethe Institute: B2)

92 Elm St.
Apt # 6
Greenbelt, MD 20770

Alexis E. Watson

301.555.1234
student@umd.edu
Linkedin.com/in/phdwats

Education

Ph.D. in Electrical and Computer Engineering, Communication, GPA 3.91 Expected: 5/2021
University of Maryland, College Park, MD

M.S. in Electrical Engineering, Control Systems, GPA 3.81 9/2015

B.S. in Electrical Engineering, GPA 3.78 5/2013
Sharif University of Technology, Tehran, Iran

Computer Skills

Platforms: Unix, Linux, DOS, Windows XP/2000/NT, and VAX/VMS

Languages: C/C++, Java, MATLAB, Verilog, Assembly and C for Texas Instruments DSP processors, Assembly and C for embedded systems and Intel x86 Assembly

Software: Network Simulator (NS2) GloMoSim, CPLEX, and Qualnet

Experience

Graduate Research Assistant, ECE Department, College Park, MD 8/2017 - Present

- Conduct research on dynamical behavior of TCP traffic in IP networks, and developed **award winning** CDMA Aggregate Perturbation (**CAP**) technology for Distributed Denial of Service (DDoS) Internet attacks (**C/C++**, **MATLAB**, **TCL** and **NS2 code**).
- Lead the design team of a library of signal processing blocks in Verilog. Designed and implemented **Dataflow/RTL** and **gate level** realization DSP blocks including FIR and IIR filters.
- Implement both the transmitter and receiver of a V22bis modem according to the ITU-T recommendations based on the Texas Instruments TMS320C30 DSPs (**C and TI Assembly Code**).

Control System Designer, MKK Control Systems (founder), Tehran, Iran 8/2015 - 7/2017

- Designed front-end of an embedded system of an autonomous process controller, which is currently being mass produced and has been installed in more than 100 plants.

Control System Design Chief Engineer, Fan-Niroo Company, Tehran, Iran 8/2015 - 8/2017

- Designed and implemented a control, emergency shutdown and process visualization system.
- Oversaw extensive hardware design of digital and analog control boards and implementation of programming in C/C++ and X86 Assembly.

Awards and Leadership

- **First Place Award of Business Plan Competition**, University of Maryland, 2017, for **MacroPhage Networks** (With Prof. M. Shayman and Dr. M. Alasti).
- **Received \$50,000 University Technology Development Fund (UTDF)**, Maryland Technology Development Corporation (TEDCO), 12/2016. (With Prof. M. Shayman).
- **President**, University of Maryland Electrical and Computer Engineering Graduate Student Association (ECEGSA), 2016 -2017.

U.S. Patent and Invention Disclosure

- *Method for Quantifying Responsiveness of Flow Aggregates to Packet Drops in A Communication Network* (US pending patent number 123456789).
- *Using Direct Sequence Spread Spectrum to Determine Responsiveness of a TCP Aggregate to Packet Drops*, reported to the Office of Technology Commercialization, University of Maryland, 4/2017, Ref. No. IS-1111-000.

Selected Publications

M. Shayman, R. Gahremanpour, R. Skoog, N. Jasinski and A.E.Watson., “*Network Management and Control Mechanisms to Prevent Maliciously Induced Network Stability*,” Proc. 8th IEEE/IFIP Network Operations and Management Symposium (NOMS-2018).

A.E.Watson, K. Gallichio, and M. Shayman, “*Mitigation of Denial of Service Attacks in the Internet*,” Proc. 41st IEEE Conference on Decision and Control (CDC-2015).

Research Proposals /Grants

“**Routing and Topology Design of Hierarchical Sensor Networks**” With Prof. Mark Shayman, ECE Department of the University of Maryland, Submitted to NSF Sensornet program 1/2017.

“**CDMA-Based Mitigation of Distributed Denial of Service Attacks**” With Prof. Mark Shayman, ECE Department of the University of Maryland, Submitted to NSF NetS program 4/2016.

Professional Activities/Affiliations

- Paper Reviewer, INFOCOM 2017
- Paper Reviewer, International Conference on Communication (ICC) 2016 and 2018
- Member, Scientific Research Society (Sigma Xi)
- Student Member, IEEE

Relevant Graduate Courses

University of Maryland: Random Processes in Communications and Control, Multi-User Communication, Wireless Communication, Digital Communications, Detection and Estimation Theory, Digital Computer Design, CAD of Digital Systems, Advanced Digital System Design

Sharif University of Technology: Switching Systems, Information Theory, Data Communication Networks, Object Oriented Programming, Neural Networks, Fuzzy Systems and Sets, Adaptive Control, Multi Variable Control, Optimal Control, Robust Control, Robotic Manipulators, Nonlinear and Digital Control, Discrete Signal Processing, Operation Research, Abstract Algebra

Additional Information

In the Media: “**UM Business Plan Competition Could Launch Next Google**,” 5/3/2017. Received favorable comments about MacroPhage Networks and the CAP technology. Covered by PR Newswire, CBS MarketWatch, NBC, National Hispanic Corporate Council, and The Gazette.

DENISE M. MCGRAW

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Elkridge, MD 21075

dSmith3@umd.edu
301-555-7890

EDUCATION

Ph.D., Bioengineering

Anticipated May 2023

University of Maryland, College Park, MD

- Advanced to Candidacy, Nov. 2020
- GPA 4.0/4.0

B.S., Chemical Engineering

May 2018

University of Maryland, College Park, MD

- Summa Cum Laude, with Engineering Honors
- GPA 4.0/4.0

RESEARCH EXPERIENCE

UMD Doctoral Dissertation Research

Baltimore, MD

Researcher

Jun. 2018 - Present

- Investigate poly (amido amine) dendrimers as oral drug carriers of anticancer therapeutics.
- Assess cytotoxicity, cellular uptake and transepithelial permeability of dendrimers and dendrimer-drug conjugates using *in vitro* Caco-2 cell model
- Independently determined impact of PEGylation of dendrimers on dendrimer transport, uptake and interactions with epithelial tight junctions.
- Co-wrote book chapter: R. Kolhatkar, **D. McGraw**, and H. Ghandehari, "Functionalized Dendrimers as Nanoscale Drug Carriers," in Multifunctional Pharmaceutical Nanocarriers, V. Torchilin (ed), Springer, 2012, pp. 201-232.
- Presented research poster at conference: **D. McGraw**, R. Kolhatkar and H. Ghandehari. "PEGylation of Anionic PAMAM Dendrimers: Implications for Oral Delivery." Poster presentation, 35th Annual Meeting of the Controlled Release Society, New York, NY, July 12-16, 2009.

UMD Undergraduate Research Project

College Park, MD

Intern

Aug. 2013 - Apr. 2015

- Completed a competitive, NSF-funded, Research Experience for Undergraduates (REU) summer internship program and then continued research project as an undergraduate research fellow.
- Determined the surface structure and chemistry of DNA-GaAs biochips using Grazing Incidence X-ray Scattering, X-ray Photoelectron Spectroscopy and Atomic Force Microscopy.
- Published manuscript in IEEE: M. Al-Sheikhly, **D. McGraw**, et al. "Radiation Induced Failure Mechanisms of GaAs Based Biochips," *IEEE Transactions on Device and Materials Reliability*. Vol. 4, No. 2., June 2005.

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Summer Undergraduate Research Fellowship (SURF)

Jun. - Aug. 2013

National Institute of Standards and Technology, Gaithersburg, MD

- Developed an automated method to convert two-dimensional HIV protease inhibitor chemical structures to three-dimensional animations showcasing inhibitor interactions with protease active site using Pymol software.
- Created 300 visualizations of HIV Protease-Inhibitor interactions to supplement HIV research database (HIVSDB).
- Presented results to scientists and peers at SURF Symposium.

WORK EXPERIENCE

Graduate Teaching Assistant

Sep. 2019 - May 2020

University of Maryland, College Park, MD

- Facilitated laboratory exercises for 40 students in Freshman Bioengineering Laboratory and delivered weekly lectures on engineering and biology topics.
- Graded 50 homework assignments weekly for Computational Methods in Bioengineering course and answered student questions concerning C and Matlab programming languages.

Undergraduate Teaching Fellow

Jan. - May 2016

University of Maryland, College Park, MD

- Selected as a Women in Engineering Undergraduate Teaching Fellow.
- Developed lesson plans for and led a 1.5 hour recitation each week for 30 students in "Mass and Heat Transfer".

Clark School Ambassador

Jan. - Aug. 2015

University of Maryland, College Park, MD

- Served as a student representative for the College of Engineering, giving presentations and tours to prospective students and parents, visiting local high schools and performing other recruitment duties.
- Developed curriculum and activities for "Discovering Engineering," a week-long engineering summer camp for middle school students.

LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

- Tau Beta Pi, Recording Secretary (2013-2014) and Scholarship Chair (2015)
- Chemical Engineering Chair Search Committee, Undergraduate Representative (2012)
- Gemstone Coordinator Search Committee, Student Representative (2012)

AWARDS

- National Science Foundation Graduate Research Fellowship, 2018 – 2019.
- A. James Clark School of Engineering Dean's Award, May 2015.
- Barry M. Goldwater Scholarship, 2012 – 2013.

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