

PRESENTATIONS

R.M. Jones (speaker), J.J. de Pablo, and M.D. Graham, “Macromolecules in Microdevices: Multiscale Simulation of DNA Dynamics in Model Microfluidic Geometries,” to be presented at the Fifth International Conference on Modeling and Simulation of Microsystems (20XX), San Juan Puerto Rico, USA

➔ **Trebuchet font—10 pt.**

Languages

- Chinese (Mandarin), native
- French, fluent
- Italian, basic

➔ **Include language proficiency**

Cultural Diversity *or* Global Profile

- Lived and studied in France; Extensive western European travel
- Experienced in working in diverse environments

➔ **Antique olive font—10 pt.**

Work Authorization

Contact the International Student Services Office regarding employment regulations, Curricular Practical Training (CPT) and Optional Practical Training (OPT) (www.iss.wisc.edu/, 608/262–2044).

If you are studying in the U.S. on a student visa or other temporary visa, it is important that you understand your employment privileges and restrictions. Additional information can be found on the U.S. Department of State website (travel.state.gov).

RÉSUMÉ—Co-op/Intern Résumé Sample

Erin J. Tachmeier

123 E. Gorham St., Apt. 123
Madison, WI 53706
608.123.4567

student@wisc.edu

1234 Lake Cheyenne
Port Mark, IL 60600
846.123.4567

Objective Geological engineering co-op opportunity in water resources management or remediation for 2 to 3 work terms

Education **B.S. Geological Engineering and Geology**, expected December 20XX
University of Wisconsin-Madison
GPA: 3.4/4.0

Budapest University of Technology and Economics, Budapest, Hungary
January–June 20XX

Experience

The Computer Center, Inc., Madison, WI
Office Assistant, October 20XX–present

- Maintained database of customer information, developed communication skills through daily customer interaction, and performed general office tasks.
- Received consistent positive performance evaluations from supervisor.

Parks & Recreation Department, City of Port Mark, Port Mark, IL
Head Lifeguard, Summers 20XX–XX

- Managed the operation of a municipal pool.
Counted and recorded daily admissions receipts.
- Supervised a staff of seven lifeguards.
Required strong organizational skills.

Strooza's Sentry Foods, Port Mark, IL
Night Manager, Part-time during HS and Summers, 20XX–20XX

- Deposited nightly receipts and secured building.
Provided friendly and efficient service for customers.
Created weekly schedules for assistants.

Computer Skills

C++, Apple OSX, Java, Geo-Slope, Maptek Vulcan

Languages

Spanish, fluent
German, 3 HS semesters

Leadership

Future Problem Solvers, Regional Champions
Soccer, Captain, All-state, 3 letters
All-Academic, State of Illinois

Activities

Geological Engineering Club
Intramural basketball and soccer

State co-op or intern, number of work terms and area(s) of interest.

Clearly state your expected degree level, major and expected graduation date.

ECS TIPS

Times New Roman, with 12 pt. font size, is commonly used.

- ◆ **As additional experiences and academic projects are added, reduce font size to 10–11 pt. and review other résumé samples for format and content suggestions.**
- ◆ **High school information appropriate for freshman and sophomores only.**
- ◆ **Margins should be between .05" and 1.0"**

RÉSUMÉ—Professional BS Résumé Sample

JAN S. BAILEY

1234 Monroe St., Madison, WI 53705
608.123.4567, student@wisc.edu

OBJECTIVE

Professional position in manufacturing or maintenance engineering.
Special interests in mechanical structural analysis and design.

EDUCATION

University of Wisconsin-Madison
B.S. Engineering Mechanics, expected May 20XX

- Major GPA 3.17/4.0
- Cumulative GPA 2.78/4.0
- Paid 80% of all college expenses through 20 hr/wk jobs.

Major GPA, design projects and selected coursework can support your objective and add strength to your Education section.

ECS TIPS

Arial font in 11 point (10-12 pt. acceptable).

- ◆ Name should be in bold face and between 14-18 pt. sizes.
- ◆ Margins should be between .05" and 1.0".
- ◆ Allow enough "white space" for easy visual scanning, especially between major sections

Academic Design Projects:

Mars Wind Machine: Completed stress and displacement analysis of Giromill airfoils. Determined most effective internal airfoil construction and material.

High Voltage Power Line Hybrid Crossarm: Developed an efficient design process. Completed stress/strain analysis for worst-case scenario; appropriate materials selection/dimension analysis.

Coursework:

Advanced Strength of Materials, Finite Elements, Mechanical Vibration

ENGINEERING EXPERIENCE

Kohler Co., Kohler, WI

Co-op Engineer May–December 20XX 2 work terms

- Developed and fabricated acoustic scanning robot. Monitored exhaust emissions.
- Worked with team of multi-disciplinary engineers in sound power analysis.
- Co-presented final project to management. Earned Employee of the Month Award.

Elson Management Co., Madison, WI

Maintenance Worker/Repair Personnel, August 20XX–current

- Troubleshoot HVAC, plumbing, and electrical problems in large residential units for management firm.
- Promoted to weekend supervisor and client support manager after 2 years.
- Trained nearly 20 part-time staff in problem-solving and customer relations.
- Worked FT during summers and breaks; part-time 10-20 hrs/wk during school.

OTHER EXPERIENCE

Engineering Career Services, UW-Madison

Staff Assistant, August 20XX–present

- Developed strong interpersonal and organizational skills. Worked 10 hours/week during recruiting. Assisted staff, students, and recruiters in assuring efficient campus visits.

SKILLS

Operating Systems Windows 10, Windows Server 2016, Apple OSX, Linux
Software ProEngineer, LabVIEW, ANSYS Workbench, MATLAB, AutoCAD, Access
Languages Spanish (fluent), French (somewhat proficient)

List proficiencies in skill areas such as international languages.

RÉSUMÉ—2-Page Professional MS Résumé Sample

YIJUN (YVONNE) WONG

U.S. Permanent Resident
1234 Engineering Hall, Madison, WI 53706
608.123.4567, student@cae.wisc.edu

Provide preferred first name if different from given name. Include U.S. citizenship or permanent residency with “international-sounding” names.

OBJECTIVE

Advanced computer architecture, particularly in logic and architectural design. VLSI design, board-level design, and accompanying layout and interfacing.

EDUCATION

University of Wisconsin-Madison
M.S. Electrical Engineering, expected May 20XX

- GPA: 3.83/4.0
- Advisor: Professor Roberto Sangiovanni
- Thesis:

University of Wisconsin-Madison
B.S. Electrical Engineering, August 20XX

- Computer Engineering Option, GPA 3.51/4.0

EXPERIENCE

University of Wisconsin-Madison, Dept. of Electrical & Computer Engineering
Teaching Assistant, September 20XX—present

- Taught introductory electronic circuits to 60 general engineering students.
- Lectured, developed exams, and distributed grades.

Astronautics Corp. of America, Madison, WI
Project Engineer, January 20XX—August 20XX

- With team of seven, designed, built, and debugged the CPU of the Astronautics ZS-1 supercomputer.
- Designed the 300 MHz ECL Master Clock Oscillator boards and clock distribution tree.
- Developed specifications of an I/O device for 100MB/s transfers; high-speed TTL and ECL signal behavior on transmission lines.

Certain Solutions (self-employed), Madison, WI
Engineering Consultant, March 20XX - present

- Solved noise-related printed circuit board problems for area firms
- Developed improved board layout design rules.

RESEARCH INTERESTS & PROJECTS

Design, fabrication and testing of real-time VLSI cache simulator. c3000 transistor hardware monitor that computes would-be cache hit rates for a variety of cache types in parallel. Chip is currently being fabricated by MOSIS.

Designed voice synthesis project in a computer projects course.
Received the Davis Award for Projects in Control Systems, October 20XX.

◆ ECS TIPS

Trebuchet MS font with 10 point font size, except for name (18 pt.) and section headers (12 pt.).

◆ **All other text should be the same size. Do not mix font sizes within the main text.**

◆ **Do not use multiple font faces on a resume.**

(Continued on the next page)

NOTE: Two-page résumés are never printed back-to-back. Use two separate pieces of paper.

Use header or footer that includes name and page number for 2- to 3-page résumés.

Yijun (Yvonne) Wong
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TECHNICAL SKILLS

Programming Skills

C, C++, Verilog, Matlab, VHDL, CUDA, Thrust, Open MP, MPI, Python, Assembly coding, Shell programming

Programming Tools

ModelSim, Design Vision, LabVIEW, Altera Quartus, PSoC Designer, Allegro PCB Designer, AVR Studio.

Computer Platforms

Windows 8, Linux, OS X

Hardware

8051, 8086, System on chip, PSoC, Mixed signal architecture, Xilinx, Arduino, Raspberry PI

PUBLICATIONS & PRESENTATIONS

Lee, B., Y. Wong, "RACE: A hardware monitor for Real-Time Architectural Cache Evaluation Systems," submitted for publication.

Sangiovanni, R., B. Lee, Y. Wong, G.E. Dermer, "The ZS-1 Central Processor," presented at the Second International Conference on Architectural Support for Languages and Operating Systems (ASPROS II), IEEE/ACM (March), Palo Alto, California, 20XX.

REFERENCES

Professor Roberto Sangiovanni

Dept. of Electrical & Computer Engineering
University of Wisconsin-Madison
1234 Engineering Dr.
Madison, WI 53706
sprofessor@engr.wisc.edu
608/123-4567 or 608/987-6543

Professor Lee Park

University of Wisconsin-Madison
1234 Engineering Dr.
Madison, WI 53706
professor@wisc.edu
608/123-4567

Dr. Atul Parikh, Manager

Astronautics Corp. of America
544 Research Park
Madison, WI 53711
employer@company.com
608/123-4567

If space permits, list references as last résumé section, instead of using an addendum page for references.

RÉSUMÉ—Professional PhD Résumé Sample

Diego A. Arias

1234 Engineering Drive
Madison, WI 53706
608.123.4567

netid@wisc.edu

1234 Greenwood Drive
Madison, WI 53711
608.765.4321

Objective

Research and development position in a major internal combustion engine manufacturing company in the areas of thermodynamics, fluid dynamics and combustion. Interested in the development and application of computational fluid dynamics, thermal system modeling and artificial neural networks.

Education

PhD Mechanical Engineering, expected August 20XX
University of Wisconsin-Madison

- Thesis: “Numerical modeling of air and fuel flow in carburetors for small engines”
- GPA: 3.9/4.0 (*Optional for PhD candidates*)

M.S. Mechanical Engineering, Sept. 20XX
Universidad de los Andes Bogotá, Colombia

- Research Project: “Development of a methodology to evaluate the mechanical and environmental performance of vehicles under on-road type tests”
- GPA: 4.7/5.0 (Top student in class) Graduated with Honors

B.S. Mechanical Engineering, March 20XX
Universidad de los Andes Bogotá, Colombia

- GPA: 4.1/5.0 (Top 10% of class)

Experience

Research Assistant University of Wisconsin-Madison, Sept. 20XX–present
Multiphase Flow Visualization and Analysis Laboratory—Engine Research Center

- Developed numerical model of carburetors for small utility engines, incorporating: dynamic effects, two-phase flow, compressible flow and losses across metering orifices.
- Implemented carburetor model in one-dimensional engine simulation software to study the effect of carburetor elements on power and emissions.
- Studied single-phase flow through complex geometries inside carburetors with numerical simulations in a commercial CFD package.
- Designed and built experimental setups to characterize single-phase and two-phase flow in carburetor parts, as well as to validate numerical simulations.
- Supervised three undergraduate research assistants.

Short Projects Funded By Industry

Argonne National Laboratory, 20XX

- *Heat recovery from an internal combustion engine for a hybrid vehicle.* Determined technical feasibility of an ammonia-water cycle in a heat recovery system from an internal combustion engine.

Ingenium-Project Development, 20XX

- *Feasibility of numerical simulations of surface-piercing propellers.*
- Results indicated the CFD models required for the complete simulation of the interaction between the rotating propeller and the water free-surface.

Water Consultants International, 20XX

- *Numerical simulation of a spray drying application.* Results of analysis used for the design of an industrial prototype of a spray drying system for brine treatment.

- ◆ All margins: between 0.5 and 1.0”.
- ◆ Font: Times New Roman.
- ◆ Font size: 10-12 pt.

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Experience (*continued*)

Research Assistant, Universidad de los Andes, Bogotá, Colombia 10/20XX – 7/20XX
Energy Conversion Research Group – Department of Mechanical Engineering

- Compared typical fuels found in Bogotá, based on analytical combustion calculations for adiabatic flame temperature and NOx emissions.
- Conducted an energy audit to minimize the cost of electric energy consumption in the Aqueduct of town Facatativá.
- Reviewed international experiences of running CNG- and diesel-fueled transit buses and generated recommendations for the successful implementation of CNG in Bogotá's mass transport system.

Teacher, Universidad de los Andes, Bogotá, Colombia 8/20XX – 5/20XX

- Lectured 'Technical Drawing' for two groups of 30 students, 3 hours/week (2 semesters)
- Supervised two graders.

Intern Engineer, General Motors, Bogotá, Colombia 7/20XX – 1/20XX

- Supplied technical assistance to Commercial and Engineering Departments.
- Conducted market research for new vehicles.

Computer Skills

Thermo-fluid simulations with Fluent 6 and Gambit: Definition of geometry and flow cases by running scripts in Unix environment

Advanced knowledge of EES

Intermediate knowledge of GT-Power 6, with implementation of user defined functions.

Code writing in C and Fortran

Experience in neural networks implemented in Matlab

Experience in ChemkinII, Stanjan, Gaseq, Matlab, KivaLite and SolidEdge

Laboratory and Instrumentation Skills

Labview and data acquisition systems

Implementation of unsteady compressible internal flows

Implementation of unsteady boundary conditions with user defined functions

Combustion gas analyzers

MOUDY impactor and Total Suspended Particle samplers

DMA electrostatic particle classifier

Condensation particle samplers

Inductively Coupled Plasma Optical Emission Spectroscopy

Languages

Spanish (native speaker)

French and Italian (reading proficiency)

Professional Societies

American Society of Mechanical Engineers

Society of Automotive Engineers

Awards and Honors

Best Paper Award—SAE Small Engine Technology Conference, Graz, Austria 20XX

Graduated with Honors—Universidad de los Andes, Bogotá, Colombia 20XX

Young Researchers Scholarship—COLCIENCIAS Colombian NSF, Bogotá, Colombia 20XX

Interests

Photography, theatre, windsurfing

Publications

Arias, D. A., and Shedd, T. A., 20XX, Steady and dynamic models of fuel and air flow in carburetors for small engines. *ASME Journal of Fluids Engineering*. (Accepted for publication)

Arias, D. A., Mueller, S., and Shedd, T. A., 2004, Numerical study of fuel flow through small orifices. IMECE2004-60886. *ASME International Congress*, Anaheim, CA.

Arias, D. A., and Shedd, T. A., 20XX, Numerical and experimental study of fuel and air flow in carburetors for small engines. *SAE 2004-32-0053. Small Engines Technology Conference*, Graz-Austria. (Best Paper Award)

Presentations

Arias, D. A., and Shedd, T. A., 20XX, Numerical analysis of air and fuel flow in small engines carburetors. *Third Biannual ERC Symposium: Low Emission Combustion Technologies for Future IC Engines*, University of Wisconsin-Madison.

Arias, D. A., and Shedd, T. A., 20XX, Numerical study of air flow in carburetor venturi. *11th International Symposium of Flow Visualization*. University of Notre Dame.

Huertas, J., and **Arias, D. A.**, 20XX, Dynamic tests of CNG- and diesel-fueled buses at high altitude. *Proceedings of World NGV2002 8th International and 20th National Conference on NGVs*. Washington D.C.

Huertas, J., and **Arias, D. A.**, 20XX, Analysis of international tests of CNG fueled buses, and forecast of its performance in Bogotá (in Spanish). *Revista Gas Vehicular*. Bogotá: Vol. 2, No. 9.

Huertas, J. and **Arias, D. A.**, 20XX, NOx emissions in CNG fueled vehicles (in Spanish). *Revista Gas Vehicular*. Bogotá: Vol. 2, No. 6.

References

Professor Timothy A. Shedd
University of Wisconsin-Madison
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Professor Emeritus William A. Beckman
University of Wisconsin-Madison
Department of Mechanical Engineering
1234 Engineering Drive
Madison, WI 53706
608.123.4567
professor@engr.wisc.edu

Publications and presentations:
If you have a long list, you may provide a separate **Publications & Presentations page**.

ECS TIPS

Never print resume materials back-to-back! Do not staple resume pages except for use at career fairs.

- ◆ **3-4 references are common for BS and MS candidates; 3-5 are appropriate for PhD candidates.**
- ◆ **Choose a balance of academic and work experience references. Include a reference from MS institution if different from PhD institution.**

RÉSUMÉ—Alumni Résumé Sample

Jo Alumni

alumni@uwalumni.com 608.123.4567

123 Mineral Point Rd., Madison, WI 53705

Objective A position focusing on mechanical/industrial design and product development.

Qualifications Experience in product development and design coupled with creativity and innovation
Necessary communication skills gained with client and employee interactions
Leadership developed by managing projects and team-based environments

*Brief list of
qualification
areas.*

Work Experience **FARNSWORTH GROUP, INC.**, Madison, WI, June XX – Present

Development Engineer/Project Manager

• **Product Development**

- Evaluated current products and implemented proposed improvements schedule
- Redesigned software interfaces to better serve end-users
- Brought a new product from concept to market
- Identified and resolved problems with the design and improved the feature functionality before product construction began

• **Business**

- Created an office business plan focusing on creating a marketing strategy and increasing operational efficiency
- Developed a marketing image, as well as materials for our products and services

• **Project Management**

- Developed project schedule and budget
- Coordinated work with a multi-office team

• **Customer Relations**

- Collaborated with client employees to effectively achieve the client's goals
- Managed internal and external client relations for marketing and development

RESEARCH PRODUCTS, CORP., Madison, WI, May XX – August XX

Product Testing Technician

• **Statistical Analysis**

- Implemented statistical analysis for quality control purposes
- Conducted product performance analysis

• **Technical Communication**

- Documented analysis and presented results
- Successfully conveyed technical thoughts and ideas to employees of varying disciplines

GEORGIA PACIFIC, CORP., Port Edwards, WI, May XX – August XX

Mechanical Engineering Assistant

• **Design**

- Created designs for improving existing and developing new processes

• **Project Management**

- Coordinated projects with multiple contractors and vendors

*Skill areas defined
within experiences.*

Work Experience **K & K CAD DESIGNS**, Wisconsin Rapids, WI, May XX – August XX
(continued)

CAD Drafter/IT Administrator

- CAD Knowledge
 - Provided CAD services in a wide range of applications
- IT Knowledge
 - Oversaw the maintenance of company computers

Additional Experience

- Designed theft-proof coin-operated newspaper dispenser
- Invented and prototyped anti-slipping device for automobiles
- Designed a unique ergonomic keyboard
- Designed and prototyped a fishing pole for paraplegics
- Invented a dual-beam flashlight
- Designed concepts for a mp3 player, a PDA and a laptop computer

Education

UNIVERSITY OF WISCONSIN-MADISON
BS Mechanical Engineering, May XXXX

Advanced Electives: Engineering Design with Polymers
 Advanced Graphic Analysis
 Mechatronics in Control and Product Realization
 Business Venture Creation

Skills

AutoCAD	PLC Microcontroller Programming	Photoshop
Pro/Engineer Unix	Business Plans	Illustrator
SolidWorks	Presentations & Marketing Materials	3D Animation
Ansys	Windows OS	Avid Editing

Interests

Technology	Space Exploration
Product Design	Automation
Medical Research	Filmmaking

Activities

- Engineering EXPO 20XX: Executive Committee, Engineering Dean's Leadership Council
- Student Advisor
 - Engineering Projects in Community Service;
 - The LeaderShape Institute
- American Society of Mechanical Engineers Webmaster
- Freelance Graphics Artist and Amateur Filmmaker
- Soccer, Football, Basketball, Volleyball, Kendo
- Computer Game Mods Creation

ECS TIPS

Font is Tahoma. Times New Roman, Arial, etc., are fine.

- ◆ **Font size is 10 point.**
Range up to 12 pt. is fine.
- ◆ **Margins are .875."**
Range from .05" to 1.0" is suggested.
- ◆ **Note header on page 2.**