Sample 5 - Technical Style (first year student seeking an internship)

- Conservative font (e.g. Times, Arial). 10-12 point.

- One page, visually clean, no typos or spelling errors.

Include both addresses or choose the one that makes more strategic sense (you're applying for an internship in Illinois and your home address is there).

List GPA if you are proud of it and if it is important to employers in your field. List to 2 decimal points.

- Spell out names of organizations that go by acronyms.

- Present tense for activities with which you are still involved; past for past.

- Ask several people to review your resume for flow, grammar, and formatting.

Chronological format: experiences listed within sections in reverse chronological order.

Allison Ranard
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aranard.com/portfolio

SUMMARY

First-year biomedical engineering student seeking experience in the practical application of biomedical engineering in a medical research setting. Key skills include research, problem-solving, and communcaitons. Available June 1 to August 15, 2020.

EDUCATION

Washington University in St. Louis — St. Louis, MO — GPA 3.8 / 4.0
Bachelor of Science in Biomedical Engineering
Minor: Biophysics, Expected Graduation: May 2025

Munster High School — Munster, IN
Graduated with an Academic Honors Diploma and Highest Honors May 2021

ENGINEERING EXPERIENCE

Washington University, Engineering Biomechanics Group — St. Louis, MO — September 2021 - Present
Student Researcher

- Acquired the ability to perform basic Fourier analysis and image analysis with Matlab
- Analyzed MRI data in Matlab, contributing to research on the mechanics of brain injury

Shadowing Experiences — Munster, IN

- Shadowed Dr. Ericson, pathologist, in gross room and histology lab — 2020
- Shadowed Dr. David Jayakar, cardiothoracic surgeon, witnessed minimally invasive surgery — 2020
- Shadowed Dr. James Cantora, internist and pediatrician, at wound clinic — 2020

Operation Catapult, Rose-Hulman Institute of Technology — Terre-Haute, IN — 2018
Summer Engineering Program, Participant

- Successfully created a "smart car" programmed to follow a white line on a black surface using concepts and equipment within electrical and computer engineering
- Gained ability to problem-solve, write technical reports, and build circuits

TECHNICAL SKILLS

Software: experience in Matlab
Communication: experience in public speaking and technical writing, strong comprehension of Spanish and Hindi

LEADERSHIP EXPERIENCE
Munster, IN

Speech and Debate Team, Munster High School — 2020-2021

- Served as member of Speech and Debate Council, coached novices — 2018-2019
- Achieved Distinction in National Forensic League — 2018
- Placed sixth in state of Indiana in Poetry Interpretation — 2020-2021

National Honor Society, Munster High School — 2019-2020

- Served as NHS Secretary — 2020-2021
- Tutored student in algebra and chemistry, improved grade from D to B — 2020

AWARDS AND HONORS

- Dean's List — 2020
- Departmental Award for Outstanding Achievement in Science — 2020

Sample 6 - Technical Style (senior seeking full-time position)

- One page, visually clean, no typos or spelling errors.
- List GPA to 2 decimal points.

Tailor this section with specfic coursework relating directly to the job you desire. Include only high-level courses, courses outside your major, or relevant electives - not courses that are typical for your

major.

- Bullets should be specfic, descriptive, paint a picture, mention specific projects or clients, and focus on accomplishments versus responsibilites. They should make sense to someone unfamiliar with

the role, industry, or employer.

- Answer the questions - who, what, when, how, how many, what purpose, what was the result, how were your contributions used?
- Other sections to consider: Shadowing Experience, Publications, Research, Leadership, Relevant Coursework, Affiliations & Memberships, Volunteer Experience

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JENNIFER D. ALGER
jdalger@wustl.edu   314.555.5555

SUMMARY
Motivated, disciplined B.S. in Mechanical Engineering candidate with technical manufacturing experience. Strong desire to contribute in a manufacturing, design or techinical support function utlizing my experience and education. Willing to travel and relocate. Available June 2022.

EDUCATION
Washington University in St. Louis   Expected Graduation: May 2022
Bachelor of Science, Mechanical Engineering   GPA: 3.35/4.0

Advanced Engineering Coursework

Fluid Mechanics	Optimum Design for Engineering	Mechanical Engineering Design
Technical Writing	Modeling, Simulation, and Control	Aerodynamics
Mech. Design and Machine Elements	Engineering Design: CAD	Fracture Mechanics

TECHNICAL SKILLS
Software: AutoCAD, SolidEdge, MATLAB, MS Office, MS Windows

Equipment: CNC rotary turning Lathe and Mill, Resistance Welding Machines, Coordinate Measurement Machines, Heat Treat Ovens, Vibratory Bowls, x-ray Machines

Manufacturing: Hot & Cold Die Casting, Leak Testing, Adhesive Displensing, Machining, Assembly, Inspection

Methods: Lean Manufacturing, QS9000 and Quality Systems, AS400, Product Launches

ENGINEERING EXPERIENCE
Spartan Light Metal Products   Sparta, IL and Mexico, MO
Die Services Technician/ Maintenance Support Technician   May - August 2021

- Polished, de-burred and cleaned die inserts
- Performed mechanical repairs to production tooling in Aluminum and Magnesium Die-Casting to reduce downtime of production operations
- Removed core pins and stuck castings from die inserts
- Worked on and repaired CNC machines to keep production running

Process Control Technician   Sparta, IL
                                                          May - August 2020

- Established statistical process control parameters for die casting machines
- Analyzed metal fluid flow and heat transfer analysis for mold design to improve castability and part profitability
- Evaluated porosity, non-fill, and crack issues, provided and implemented counter measures to resolve problems for production development

Production Operator   Mexico, MO
                                                          May - August 2019

- Operated die-cast, heat treatment, machining, and finishing machinery
- Ensured products were manufactured to customer demands and met internal metrics
- Programmed and operated robotic machinery

DESIGN EXPERIENCE- Washington University in St. Louis
Optimization of machine layout on plant floor in manufacturing facility   January - May 2021

- Converted manufacturing facility to GT cell operation using genetic algorithms in MATLAB and AutoCAD
- Successfully decreased the material handling cost and time of production by 20%

Prescription bottle de-labeler   August - December 2020

- Led team of three students to design and construct prescription bottle de-labeling device
- Built prototype and tested for manufacturability
- Demonstrated and presented device to fellow students and facility