

# Eddy Engineer

Any Town, AR 72701 | 903-555-2844 | eddyeng@patiois.utt Tyler.edu

## SKILLS SUMMARY

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- Programming languages:
- Experienced in (list applications/software programs)
- Certifications:
- Foreign language(s) (list if applicable)

*This section should be hard/technical skills ONLY. Do not list soft/transferrable skills (i.e. communication, leadership, etc) here, you can speak to these in project/experience sections and provide a clear example.*

## EDUCATION

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### Master of Science in XXXXXXXXXXXXXXXX

Expected: May 20XX

Thesis: Title

The University of Texas at Tyler, Tyler, TX | GPA 3.6

### Bachelor of Science in Electrical Engineering

May 20XX

University of XXXXX, City, ST | GPA 3.4

## ENGINEERING/RESEARCH PROJECTS

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### Industrial Cost Analysis for XYZ Company

Fall 20XX

- Descriptive details about the project/your role (ie. Led team of 4)

- Accomplishment/Responsibility

*Where able, add quantitative values (% , \$\$, Amounts). Accomplishments are very desirable. Use an action verb to start each bullet point.*

- Accomplishment/Responsibility

### Product Design and Development Project

*Speak to those soft/transferrable skills where able.*

Fall 20XX

- Descriptive details about the project/your role (ie. Presented at XYZ Competition and placed 3rd)

- Accomplishment/Responsibility

- Accomplishment/Responsibility

### Operations Research Project

Spring 20XX

- Descriptive details about the project/your role (ie. Collaborated with team of 5 to compete...)

- Accomplishment/Responsibility

- Accomplishment/Responsibility

## RELEVANT WORK EXPERIENCE

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### Position Title, Company Name, Tyler, TX

January 20XX - Present

- Accomplishment/Responsibility

*Where able, add quantitative values (% , \$\$, Amounts). Accomplishments are very desirable. Use an action verb to start each bullet point.*

- Accomplishment/Responsibility

### Position Title, Company Name, Tyler, TX

*Speak to those soft/transferrable skills where able.*

June 20XX – May 20XX

- Accomplishment/Responsibility

- Accomplishment/Responsibility

### Position Title, Company Name, Tyler, TX

March 20XX-July 20XX

- Accomplishment/Responsibility

- Accomplishment/Responsibility

## WORK EXPERIENCE

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### Position Title, Company Name, Tyler, TX

June 20XX – December 20XX

- Accomplishment/Responsibility

*Where able, add quantitative values (% , \$\$, Amounts). Accomplishments are very desirable. Use an action verb to start each bullet point.*

- Accomplishment/Responsibility

- Accomplishment/Responsibility

- Accomplishment/Responsibility

### Position Title, Company Name, Tyler, TX

August 20XX – May 20XX

- Accomplishment/Responsibility

- Accomplishment/Responsibility

- Accomplishment/Responsibility

- Accomplishment/Responsibility

*Make sure you use this "Page 2" header if you need a two-page resume. Notice it is not exactly like first page header.*

**LEADERSHIP/INVOLVEMENT**

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- Program Director, Institute of Industrial Engineers (IIE)** 20XX - Present
  - If applicable, add any responsibilities or leadership roles you hold
  - Accomplishment/Responsibility
- Member, American Society of Mechanical Engineers (ASME)** 20XX - Present
  - If applicable, add any responsibilities or leadership roles you hold
  - Accomplishment/Responsibility

**HONORS/AWARDS**

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- Professional Development Institute Graduate** Fall 20XX
  - Completed a nationally recognized Professional Development Program consisting of 7 competencies: Self-Awareness, Career Exploration, Experience, Job Search Strategies, Resume/Cover Letter Writing, Interview Skills, and Professional Networking
- Professional Development Institute Graduate** Fall 20XX
  - Completed a nationally recognized Professional Development Program consisting of 7 competencies: Self-Awareness, Career Exploration, Experience, Job Search Strategies, Resume/Cover Letter Writing, Interview Skills, and Professional Networking

**INTERNATIONAL EXPERIENCE**

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- Position Title, School or Company Name** March 20XX – May 20XX
  - Accomplishment/Responsibility
  - Accomplishment/Responsibility
- Position Title, School or Company Name** March 20XX – May 20XX
  - Accomplishment/Responsibility
  - Accomplishment/Responsibility

**PUBLICATIONS**

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- Title/Name** Fall 20XX
  - Details of Publication
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  - Details of Publication

*\*\*\*If you must have a two-page resume, make sure the second page is at least ¼ full. \*\*\**