

Mechanical Engineering Résumé: Good Example

EDUCATION SECTION:

This section should typically go first because it is a student's (or fresh graduate's) best selling point.

GPA: Include it if your GPA is 3.5 or higher. If it is between 3.0-3.5, including it will depend on the company requirements. Do not include your GPA if it is lower than 3.0.

Dates: Write dates in terms of anticipated graduation, rather than your start and finish dates, especially if you are applying for an internship.

Relevant Coursework: Instead of just listing the classes you took, describe the skills and experience you gained from the class(es).

Extra-curricular involvement:

You can also include awards, honors, and other extra-curricular involvement in this section and/or in a section of its own, depending on what would be most appealing and relevant to your audience. If you put projects or classes in this section or the professional experience section, make it clear that it was unpaid work and/or part of a class.

QUALIFICATIONS SECTIONS:

Professional Experience:

When describing your job duties, skills, and accomplishments, don't forget the "meat & potatoes" (i.e., industry-relevant experience, specific examples, etc.). Avoid using 'twinkies' (i.e., flowery language or irrelevant experience). Provide concise, powerful examples in each of your bullet points. If you are short on relevant experience, do your best to make it relevant.

Missionary Experience:

Describe your mission in terms of transferrable skills and experiences that will benefit the potential employer (i.e., problem-solving, leadership, foreign language, teaching, public speaking, etc.). Avoid using church lingo like 'taught gospel' or 'zone leader'.

GENERAL NOTES:

Get involved NOW in career-relevant organizations, projects, and gain other professional experience so that you have relevant experience to include on your résumé.

FORMAT GUIDELINES:

Mechanical Engineering résumés should not be over a page, even if the engineer has been in the industry for 10-15 years.

Résumés are typically read by Human Resources and by department managers. Human resources will typically take 30 seconds to make their "go" or "no-go" decision.

Department managers will typically take 5 minutes to compare your résumé with other top candidates. Make sure that your résumé accommodates both levels.

NOTE: Although references are important, they should be included on a separate page with professional references listed first.

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EDUCATION

B.S. in Mechanical Engineering; Brigham Young University-Idaho

→ 3.83/4.0 GPA

→ Expertise using Siemens NX CAD software; 120+ hours parametric sketching, solid modeling, drafting, and assemblies

American Society of Mechanical Engineers (ASME)

- Chairman (2 years): BYU-Idaho Chapter
- Wrote proposals for funding and was awarded a \$1500 grant to promote engineering
- Oversaw initiation of student section and growth to 80+ members
- Directed society in Student Section Competition, winning 1st place and most improved section awards

08/05-Present

Society of Automotive Engineers (SAE)

- Executive Committee Secretary, Treasurer, Website Specialist and Society Advisor
- Mini-Baja Team Participant – served as rules coordinator, parts fabricator, and on business team

08/05-Present

PROFESSIONAL EXPERIENCE

Student Intern – General Motors E-Flex and Fuel Cell Program Management; Detroit, MI

05/08-08/08

- Designed, presented, and obtained GM approval for a major hydrogen storage issue solution
- Guided the Plug in Electric Vehicle Team through the initiation of a crisis management program
- Investigated and diagnosed issues with hydrogen storage systems for proposed fuel cell vehicle
- Monitored and summarized customer feedback for GM's Fuel Cell Demonstration Fleet
- Received training on fuel cell, plug in and electric vehicle testing and instrumentation techniques

Student Intern – General Motors Manufacturing Department; Detroit, MI

04/07-08/07

- Compiled bid packages totaling over \$308 million for conveyor renovations at Springhill Assembly Plant
- Designed new conveyor system to be used throughout GM
- Designed modifications to seat system Lansing Delta Township Assembly Plant using AutoCAD
- Supervised construction crews and coordinated several conveyor renovation projects
- Completes 90+ hours of voluntary training and online classes to improve skills

Lead Mentor – U.S.F.I.R.S.T. Robotics; Rexburg, ID

09/05-08/07

- Established four F.I.R.S.T. robotics teams for local high schools in Idaho
- Mentored 50+ students and staff to successfully resolve problems and concerns that arose
- Reported progress to supervisor, produced reports and strategies to minimize cost
- Taught 3D parametric modeling (Unigraphics, AutoCAD) to students and staff
- Collaborated with DaimlerChrysler engineers to design, build and test robots

PERSONAL EXPERIENCE

Full Time Volunteer – The Church of Jesus Christ of Latter-day Saints; Samara, Russia

10/02-11/04

- Supervised 40 service volunteers in improving their teaching efforts and skills throughout 3 Russian cities
- Taught life skills and English to diverse groups of Russians and other nationalities; coordinated humanitarian events
- Acquired Russian language fluency within 6 months

Captain – Electrathon Racing Team; Lake Orion, MI

09/98-07/01

- Designed and manufactured four small electric vehicles
- Won two national titles and a world record in a professional distance competition; maintained title for 6 years
- Worked with engineers from Venture Industries and Excide Batteries to construct and develop vehicles
- Researched vehicle energy conservation solutions

AWARDS & HONORS

- Participant – ASME Old Guard Oral Poster Competition District D, March 2009
- Winner – ASME Outstanding District D Student Award, December 2008
- Participant – ASME National Old Guard Oral Presentation Competition, November 2008
- Winner – ASME Old Guard Oral District D Presentation Competition, March 2008
- Recipient of ASME Idaho Section, BYU-Idaho Mechanical Engineering, BYU-Idaho Academic, and Nelson Scholarships
- National Deans List Award Recipient
- Oakland University Outstanding Math Student Award, BYU-I Honor Roll Student, Michigan Merit Award Recipient