



Resume Writing

Engineering Career Services
University of Wisconsin-Madison



ATS



- Large organizations
- Prefer WORD, but pdf okay
- Use common fonts
- Save file properly – NOT resume.docx – john.resume.R&D.docx
- 58% of resumes have errors – proof
- No photo, fancy color, image or font – ATS struggle
- Common section headings
- Use keywords – though don't overstuff – balance – pull from JD

- Hand copy vs ATS

Customize when possible



- Resumes should not be static
 - Update routinely
 - Customize as much as possible
 - Keywords from job description
 - Adjust what is prioritized
- 1 page - what you actually share
- Keep a master list of items that you can pick and choose from
- Conceivable you have 3 different versions – design, consulting, sales



Resume Sections

- Name & contact Information
- Objective
- Education
- Experience
- Projects
- Skills / Awards / Interests / Activities / Publications
- Anything else you think is important...
 - High school information ok to use as a freshman or 1st semester sophomore

Name & Contact Examples



- Address as advantage

Floriana Piacenza

1234 Spring St., Madison, WI 53707, 608/123-3456, Piacenza@wisc.edu

FLORIANA PIACENZA

1234 Spring St.
Madison, WI 53707

608/123-34456
piacenza@wisc.edu

9876 Fall Ave.
Laona, WI 54541

FLORIANA PIACENZA

US Citizen

1234 Spring St., Madison, WI 53706
608/123-3456, piacenza@wisc.edu

Objective



- Write 1-2 phrases outlining the type of position you are seeking and any special interest areas
 - Co-op, intern or professional
 - Engineering major
 - Interests in particular industries or functional areas
- Example:
- *Geological engineering co-op position in water resources management or remediation*
- *Internship in electrical engineering*



Education





Education

Bachelor of Science, expected May 2025

Materials Science & Engineering

University of Wisconsin - Madison

- GPA 2.5/4.0
- Second Major in Computer Sciences

- Other Possibilities
 - Coursework – **limited list – 2 or 3!**
 - Academic projects – **can also be a separate section**
 - Areas of emphasis – **no 'minors' at UW**
 - Honors, scholarships

Education



University of Wisconsin-Madison

Bachelor of Science Engineering Mechanics, expected May 2024

- Engineering GPA 3.2/4.0, Overall GPA 2.8/4.0
- 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.
- Selected Course Work
 - Advanced Strength of Materials, Finite Elements, Material Fatigue, Aerodynamics

An aerial photograph of a city waterfront at sunset. The sun is low on the horizon, casting a golden glow over the scene. The water is dark blue with many sailboats scattered across it. The city buildings are visible on the left side, and a large body of water extends to the right. The overall atmosphere is peaceful and scenic.

Experience





Experience

- Highlight engineering experience
- Section headings to focus it
 - Potential section titles (might change for each position):

- Materials Experience
- Related Experience

Or...

- Engineering Experience
- Other Experience

Or...

- Industrial Experience
- Academic Experience

More than Jobs



Experience is not only employment!

Academic projects

(Alternatively, appropriate in education or own section)

Intro Course Design Project
Senior Capstone

Volunteer/Student organization experience

(Alternatively, appropriate in activities)

Habitat for Humanity
Competition Teams
Engineers without Borders



Non-Engineering Experience

- All jobs are important
 - Indicate work ethic
 - Shows skills like leadership, communication, time management, working with others, meeting deadlines, etc.
 - May also balance a GPA below 3.0
 - Worked 20 hours/week while full-time student
 - Paid 80% of college expenses through part-time work

Silverspring Golf Course, Middlebury, IL

Caddie, Summers 2021-2023

- Developed strong interpersonal skills in working with variety of customers and management.
- Enhanced already strong work ethic by working 12 hours/day for 3 months each summer. Saved \$3,300 over 4 summers.
- Promoted to caddy master in 2022.
- Trained and supervised eight new hires.



Experience formatting

- Title, employer, city/state, dates, descriptive statements
- Use action verbs and phrases
 - See ECS Job Search Guide
- Quantify descriptions whenever possible, using #, \$ and %
 - Managed the operation of a municipal pool serving over 1000 customers each day.
 - Developed low-stress, clear and textured optical quality polycarbonate film products used in display and data storage applications on state-of-the-art extrusion lines using Six Sigma tools.
 - Led team in commercialization of product with projected revenue of \$1.8 million in 2024.
 - Key team member in commercialization of product with projected revenue of \$2 million in 2025.
 - Trained all incoming staff (14) over course of semester.

Supporting Content





What skills do you have?

- Computer skills
 - Be inclusive: languages, platforms, programs
- Language skills
- Lab skills
- Certifications

- About proficiency level...skip them



What else to include?

- Activities
 - Engineering or community organizations
 - Volunteer/Involvement experiences
 - Leadership
 - What else are you interested in/spend time on?
 - UW Marching Band, intramural sports teams, restoring old cars, and Eagle Scout
- Awards, scholarships, honors
- Global Profile
- Papers, patents, publications

Format Matters





About formatting:

- Resumes are looked at VERY quickly
 - ½ content, ½ appearance
 - In general, one page for BS students, often 2 pages for MS students
 - White space is necessary between sections
 - Quality printing on white so it's easy to read
 - NO COLOR
 - Use bullets, bolding, etc.
 - But not too much!



The Final Product

Oliver Eun-ho Kang

608.618.8278 okang16@wisc.edu Madison, WI 53715

Objective

Summer internship or co-op in software or hardware.

Education

University of Wisconsin - Madison

Bachelor of Science, Computer Engineering, May 20XX

Double Major: Computer Sciences

GPA: 3.6/4.0 Dean's List (4/4 semesters)

Programming Languages: Java, C, HTML, CSS

Computer Engineering Experience

Division of Information Technology (DoIT), UW-Madison

Software Developer Student Employee, May 20XX - Current

- Assisted in developing a web text-to-speech application using HTML and CSS
- Met with programming team on weekly basis to provide detailed project reports and milestone updates

Other Experience

Center for Academic Excellence, Madison, WI

STEM Academic Mentor, January - May 20XX

- Tutored and assisted students in mathematics, computer sciences and statistics courses
- Created tailored lesson plans and study guides based on weekly material

Evanston Public Library, Evanston, IL

Circulation Assistant, June - December 20XX

- Successfully completed check-in and check-out procedure for patrons taking or returning library books and audio materials daily
- Maintained inventory records and verified what items were available and items being transferred to other system locations

Gigi's Cupcakes, Evanston, IL

Sales Associate, June 20XX - August 20XX

- Assisted customers by answering questions and fulfilling requests.
- Recommended merchandise to customers based on needs and preferences.

Activities

Leaders in Engineering Excellence and Diversity (LEED) Scholars Program

Evanston Township High School National Honor Society - President

Varsity Cross Country

Clean Water Club

ANNIKA RIBEN

138 Lathrop, Madison, WI 53715 | (920) 909-7965 | annika.riben@wisc.edu

OBJECTIVE

Full-time design engineering position in renewable energy.

EDUCATION

University of Wisconsin-Madison

Bachelor of Science, Mechanical Engineering | August 20XX

Certificate: Engineering for Energy Sustainability

GPA: 3.0/4.0

Selected Coursework: Solar Energy Technology, Fluid Power Systems, Aerodynamics

ENGINEERING EXPERIENCE

Eagle Creek Renewable Energy, Madison WI

Control Engineering Co-op, June - December, 20XX

- Designed a new system for automatic control of flood gates at two small hydropower facilities in Wisconsin
- Tested and troubleshoot system adhering to strict guidelines set for hydropower plants
- Developed SolidWorks designs for fabrication of system components

Department of Mechanical Engineering, North Carolina State University Summer Undergraduate Research

Assistant, May - August, 20XX

- Utilized SolidWorks to create a 3D model of the parking structure along with the smart charging stations.
- Visual renderings used at conferences and funding-request meetings to visually demonstrate how the electric vehicle smart charging station operate

ACADEMIC DESIGN PROJECTS EXPERIENCE

Ra Solar (Senior Capstone Project)

- Designed, built and tested a dual axis coupled heliostat tracking system with the goal of reducing costs for Concentrated Solar Power facilities; directed and advised by the National Renewable Energy Laboratory
- Used Python and SolidWorks to create and verify a program to control the heliostat system accurately track the sun throughout the day

Sensor Board (Introduction to Engineering)

- Assisted with building the framework of the sensory board to dimensions
- Routed outer frame of board to make the board ergonomic and soldered soundwave board to Arduino board

ACTIVITIES

WiseWind - 3rd place in Department of Energy Collegiate Wind Competition

UW Marching Band - 20+ hours/week committed to practice and performances

Hooper Ski & Snowboard Club - Executive Board Member

SKILLS

Prototyping: SolidWorks, AutoCAD, 3-D Printing, Shop machines (including drill press, lathes, and mills)

Software: Java, MATLAB, Microsoft Excel, Python

Global Languages: German



Questions?

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