**Electrical Engineering Resume Template (DON’T INCLUDE THIS)**

Career Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ career.ship.edu ∙ 717-477-1484

**Name**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Science in Electrical Engineering,** Expected Graduation month/year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by the Engineering Accreditation Commission of ABET

GPA: (list if noteworthy; 3.0+)

 **Possible subheadings under Education: \***Study Abroad; Honors; Relevant Coursework**\***

**COMPUTER SKILLS** (should be a focal point of resume; possibly consider subheadings for information)

 **Languages:**

 **Operating Systems:**

 **Applications:**

 **Networking:**

 **Hardware:**

 **Telecommunications:**

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RELEVANT EXPERIENCE**

**Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Research,** dates

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Research Projects

**Electrical Engineering Resume Example**

Career Center

Shippensburg University of Pennsylvania

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 **Jon Smith**

Contact Information 123-456-7890, email@domain.net

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION**

**Bachelor of Science in Electrical Engineering,** Expected Graduation May, 2020

Shippensburg University, Shippensburg, PA

Accredited by the Engineering Accreditation Commission of ABET

GPA: 3.5

**COMPUTER SKILLS**

* **Programming Languages:** C/C++, Java, Python, System Verilog, Verilog, MATLAB SKILL
* **Software:** Git, MS Office, SolidWorks, AutoCAD, Revit, AGi32, Cadence
* **Operating Systems:** Apple Macintosh OSX, Microsoft Windows OS, Linux Ubuntu
* **Foreign Languages:** Mandarin (Chinese)

**PROFESSIONAL INTERNSHIPS**

**Summer Intern,** Cybersecurity Research Center(May 2019 – August 2019)

Pittsburgh, PA

* Accomplished autonomous flight using GPS Waypoints for A.R. Drone 2.0
* Assisted in human detection algorithms using thermal camera
* Contributed to long-range radio drone-to-drone communications

**Design Intern**, M.C Dean (May 2018 – August 2018)

Dulles, VA

* Designed lighting circuits in 2 current projects using AutoDesk AutoCAD and Revit
* Performed lighting calculations and analysis using AGi32
* Conducted over 20 pages of takeoffs for cost analysis

**RELEVANT EXPERIENCE**

**Technology and Information Desk Assistant**, Shippensburg University (November 2016 – Present)Shippensburg, PA

* Repaired laptops in speedy manner for students and faculty.
* Maintained professional appearance while answer any and all customer service questions.
* Oversaw and trained 5 individuals in technology repair

**Relevant Projects**

**Road Sign Recognition, Digital Communication & Signal Processing System Design**, Spring 2019

* Designed and implemented a road sign recognition algorithm on a TI C67 DSP
* Presented project at the Carnegie Mellon Undergraduate Research Symposium

**Analog Circuit Design and Analysis, Electronic Devices and Analog Circuits**, Fall 2019

* Participated in a series of hands-on labs to build and operate analog circuits
* Gained experience in circuit and component modeling, amplifiers, filters and signal detection and processing