**Step-by-Step Guide for Using the**

**ECE Employer-Focused, Results-Driven Resume Template**

This resume template was developed by the Undergraduate Professional Commu­nication Program (UPCP) in the School of Electrical and Computer Engineering (ECE). This template was informed by ECE recruiters and is specifically tailored for engineering students who need to showcase relevant technical skills. This template is optimized to be compatible with most Applicant Tracking System (ATS) software.

This is an adaptable, multipurpose template that can be used in a variety of ways (hard copy at careers fairs, digital platforms such as online applications and personal websites, comprehensive resumes, etc.).

The following steps will guide you through the use of this Word Doc template:

1. **Required sections:** header, education, skills
2. **Optional sections (dependent on your experience):** experience, projects, relevant coursework, leadership, activities
3. **Objective Statement Rule:** use an objective statement anytime you present your resume WITHOUT a cover letter. If you have a cover letter, you can omit this section.
4. **Length Rules:** 1-page resumes are typically preferred when circulated as a hard copy at events like career fairs. Longer resumes may be used when applying to jobs online. For more information on honing your 1-page resume, see UPCP’s guide, *Building a Competitive One-Page Resume*.
5. Replace the examples listed with your own information.
6. Remove all the colored instructional tags by highlighting each one and hitting “delete” or “backspace” on your keyboard.
7. Remove all directional highlighted text.
8. Remove the watermark by navigating to “Design” in the toolbar, then click “Watermark”. Finally, click “No Watermark” and then the “Ok” box.

**First M. Last**

**REQUIRED**

Max 3 lines; 1 line for name and 2 sub-header lines.

Street Address City, State Zip Code | Phone Number | Email Address | Citizenship Status | Security Clearance (if applicable)

**Objective**

Capture the attention of the employer with a “power pitch”. It’s the written equivalent of your verbal response to the “why should we hire you?” interview question. Include the type of position you are seeking and the start date (“Seeking an internship in DSP and software development starting May 2018.”)

Explain why you are the best fit. Connect your qualifica­tions/career goals with their needs. Max 3 to 4 lines.

**Education**

**Georgia Institute of Technology | Atlanta, GA** *January 2017 – Present*

Bachelor of Science in Electrical Engineering, GPA #.## Expected Graduation, May 2020

**REQUIRED**

**Transfer/Study Abroad College | City, State** *August 2015 – December 2016*

Transfer with ## Credit Hours, GPA #.##

**REQUIRED**

**Skills**

**Programming:** Java, Python, C, C#, Ruby, JavaScript, PHP, SQL, Objective-C, Perl, Node.js, Go

**Platforms:** Linux (Ubuntu, Slackware, Debian), Red Hat (OpenStack, CloudForms), OpenVMS, Symbian, Solaris

**Hardware:** Raspberry Pi, ARM mbed microcontroller, LaunchPad, FPGAs, oscilloscope, logic analyzer

**Software:** Android Studio, Altera Quartus II, NI LabVIEW, SolidWorks, OpenCV, GitHub

**Professional Organizations:** National Society for Black Engineers, Georgia Tech Society of Women Engineers

**Communication:** Design proposals, technical reports, instruction manuals, presentations (large and small audiences)

**Languages:** German (conversational), French (native), English (fluent), Chinese (beginner)

**Experience**

**Employer Name | City, State** *May – August 2016*

***Position / Department (if applicable)***

*OPTIONAL: Provide 1-2 lines describing the company or organization if it is not well-known (key word optimization).*

* Start each bullet with an action verb and explain your contribution/accomplishment and the result/impact/outcome of

 your work. Quantify and qualify.

* EXAMPLE: Guided the research on 3 new SiGe devices that resulted in $400K of additional funding and 2 patents.

**Employer Name | City, State** *May – August 2016*

***Position / Department (if applicable)***

* Start each bullet with an action verb and explain your contribution/accomplishment and the result/impact/outcome of

 your work. Quantify and qualify.

**Projects**

**Project Name** *Semester 2017*

***Position / Department, Lab, Course***

*OPTIONAL: Provide a brief explanation of the project goals and state whether it was individual or team-based. Do not exceed two lines for this descriptive text. Save all individual accomplishments and contributions for bullet points.*

* Start each bullet with an action verb and explain your contribution/accomplishment and the result/impact/outcome of

 your work. Quantify and qualify.

* EXAMPLE: Assigned to work with an underperforming team member in order to motivate his improvement in efficiency; we completed a crossing control system reconstruction in 2 weeks instead of the allotted 4.

This is a formatting example. If you use **Coursework** have at least 2 listings in this section.

**Relevant Coursework**

**Advanced VLSI Systems:** Analysis, design, and testing of complex systems and how they are incorporated into a silicon environment; high-performance CMOS design styles, Domino, advanced dynamic, SR and ST logic; design automation

**Leadership or Activities**

Use the header name that best suits your experience, and remove “or”. Formatting is the same for **leadership** and **activities**.

**Organization | City, State** *January 2016 – May 2017*

***Position / Department (if applicable)***

* Start each bullet with an action verb. Impact of your contribution.
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