**Civil Engineering Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

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

**Name**

**Contact Information** (Address, Email, and Phone)

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

**Bachelor of Science in Engineering,** ExpectedGraduation, Month, Year

Concentration: (Select \* transportation, structures, advanced project modeling, or environmental engineering\*)

Minor: (if applicable)

Insert partnering campus here

QPA: (list if noteworthy; 3.0+)

**Bachelor of Science in Applied Physics,** ExpectedGraduation, Month, Year

Concentration: (Select \* transportation, structures, advanced project modeling, or environmental engineering\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

QPA: (list if noteworthy; 3.0+)

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

**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

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

**Campus Leadership/Involvement**

**Leadership Role,** Organization(dates)

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

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

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

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

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (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); Public Relations Experience

**Applied Physics/Engineering Resume Example**

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**Sarah Jane**

**Contact Information** (123 Read Street, Shippensburg 17257, 123-456-7890, username@emaildomain.com)

**EDUCATION**

**Bachelor of Science in Engineering,** ExpectedGraduation, May 2021

Penn State University, State College, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

**Bachelor of Science in Applied Physics**, May 2019

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

GPA: 3.8

**PROFESSIONAL INTERNSHIPS**

**Plastic Fabricator,** Honda(May 2019 – August 2019)

Tulsa, OK

* Serviced and maintained equipment used to inject plastic into molds.
* Designed and built new installing modules at an affordable cost for the company
* Managed caseload of 7 clients and problem-solved all costumer grievances from these clients.

**RELEVANT EXPERIENCE**

**Automotive Technician,** D&L Gulf, (August 2019 - Present)Shippensburg, PA

* Service automotive vehicle daily based on service order.
* Analyze and diagnose problems, while finding an affordable solution to the customer in a speedy manner.
* Coordinate with vendors for multiple bulk orders of parts.

**Campus Leadership/Involvement**

**Orientation Leader,** Shippensburg University Admissions(May 2017- May 2019)

* Coordinated with 30 other staff members how to effectively run summer orientation.
* Serviced over 1200 students daily for 14 days straight while maintaining a positive attitude and professional manner
* Problem solved parent and student questions by either answering fully or directing them to the right person.

**College of Arts and Science Senator,** Student Government at Shippensburg University (August 2017 – May 2019)

* Represented over 1300 students in the College of Arts and Science, and maintained constant feedback through the use of town halls and virtual Zoom meetings.
* Voted on budgetary issues in Student Government that directly affected the Student Activity fee amongst other items