**Mechanical 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 Mechanical Engineering,** (Expected Graduation month & year)

Concentration:

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\*

**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

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

**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

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**Name**

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

**EDUCATION**

**Bachelor of Science in Mechanical Engineering,** expected May 2021

Minor: Computer Science

Shippensburg University, Shippensburg, PA

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

QPA: (list if noteworthy; 3.0+)

**PROFESSIONAL INTERNSHIPS**

**Procter & Gamble Manufacturing Company,** May 2020 – August 2020

Carlisle, PA

* Conducted line trials to determine plant capability and made recommendations for noise mitigation
* Implemented a daily management system for managing scrap in order to reduce weekly accumulation
* Commended by supervisor for completing projects 3 weeks ahead of schedule

**Telephonic Corporation,**

* Collaborated with a senior manufacturing engineer in projects surrounding
* Identification of Friend or Foe (IFF) technology UPX -40 and UPX-43 Radar
* Created sketches for parts using AutoDesk AutoCAD software
* Spent time on board cell production line soldering and inspecting PC boards for production

**RELEVANT EXPERIENCE**

**Student Ambassador**, SU Admissions November 2018 - PresentShippensburg, PA

* Facilitate tours of campus to groups of 20
* During COVID-19, engaged in virtual tour options for those with preexisting conditions
* Represented university when facing public
* Answered any and all questions in a professional manner

**Writing Tutor,** English Department, November 2018 – Present

Shippensburg, PA

* Supported students in the writing process for academic projects

**Relevant Projects/Research Projects:**

**Deformation of Amorphous Metallic Ribbon for use in Magnetic Core Applications**

* Performed magnetic, compositional, and structural analysis on cores donated from Spang Magnetics
* Designed a billet and performed hot extrusion of a wound core at WPAFB to reduce the ribbon thickness
* Cast an amorphous rod and amorphous metallic ribbon for comparative analysis