

Resumes: Formatting and Writing Tips

Prepared by the School of Engineering and Computer Science

PARTS OF A WELL-WRITTEN RESUME

Header

**Summary of
Qualifications**

Education

Experience

**Relevant
Projects**

Other Potential Sections Include:

Objective

Leadership

Community Service / Volunteer Work

Honors / Awards

Skills / Technical Skills

Other or Work Experience

Conference Presentations / Publications

HEADER: CONTACT INFORMATION

Full Name

City, State

**Professional
Email Address**

**Phone
Number**

EMILY ROEBLING

1439 SW Washington Way • Vancouver, Washington 98686
(360) 333-4444 • emily.roebbling@wsu.edu

Parry Cooper

Vancouver, WA

360-555-1234

Parry_cooper@wsu.edu

<https://github.com/pcooper>

SUMMARY OF QUALIFICATIONS

- A Summary section should contain between 4 and 6 points that help the employer understand why they should be most interested in you over other candidates
 - Everything you showcase in this section should be a skill or strength that is directly relevant to the position you are applying for and typically listed within the position description
 - As much as possible, quantify!

SUMMARY

- Solid understanding of electrical engineering, semiconductor devices, and renewable energy principles
- IEEE, The Institute of Electrical and Electronics Engineers, student member
- Tireless work ethic, maintaining a 3.7 GPA while working as much as 30 hours a week
- Proven track record of responsibility and leadership demonstrated in civilian positions and the US Air Force
- Over 6 years of experience communicating effectively in teams in the work place

PROFILE

- Proven track record of analyzing requirements and building software to meet these needs.
- Sun workstations, UNIX, Cadence design tools (Analog Artist and Virtuoso).
- Design of multi-market logic families of integrated circuit devices on CMOS and BICMOS processes.
- Highly Proficient in use of PC and UNIX tools for project documentation.

EDUCATION

- Full name of the degree you earned or are earning
 - (e.g., Bachelor of Science in Electrical Engineering)
- Full name of the college or university where the degree was earned and its location
 - (e.g., Washington State University, Vancouver, WA)
- Date you received, or expect to receive, the degree
 - (e.g., May 2027 or Expected December 2026)

EDUCATION

Bachelor of Arts in Business Administration, Major in Accounting

Expected May 20XX

Washington State University (WSU), Vancouver, WA

Overall GPA 3.6/4.0, Accounting GPA 3.72/4.00

CPA exam eligible May 20XX

EDUCATION

Bachelor of Science in Electrical Engineering

Expected May 20XX

Washington State University, Vancouver, WA

GPA: 3.7/4.0

Relevant Coursework: Digital Systems Design, Silicon Integrated Circuit Design Technology, Nanotechnology for Semiconductors, and Renewable Energy Applications

EXPERIENCE

- This section is the HEART of your resume
- Can include full-time work, part-time work, summer positions, military positions, internships and co-ops you participated in along with course projects
 - Focus on the experiences that are most relevant to your goal and that best highlight the skills employers are looking for
- Experience should be listed in reverse chronological format, with your current or most recent experience listed first
- For each position, be sure to include:

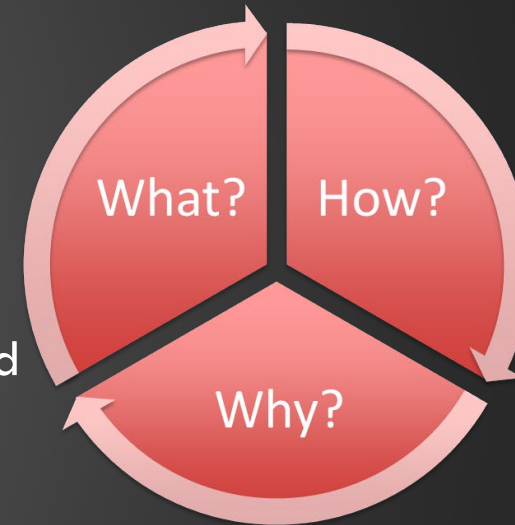


RELEVANT PROJECTS

- Cooling System, Washington State University, Vancouver, WA** Spring 20xx
- Collaborated with 4 peers to research, design and build a two-phase cooling system analyzation program.
 - Built a program in MATLAB with an Excel interface to gather data
 - Assembled the prototype cooling system and tested to verify accuracy of the software

EXPERIENCE

- For each position, include bullet points, or strong accomplishment statements
 - Begin each with varied, strong action verbs
 - What?
 - **Situation, Task**
 - How?
 - **Actions**, Transferable and technical skills used
 - Why?
 - **Results**
- Highlight actions you took, goals you achieved and the impact you had on the organization, customer, or your growth
- Be specific and quantify when possible
- Be careful not to stretch the truth



TECHNICAL AND TRANSFERRABLE SKILLS

Technical Skills

Experience in chosen field

Technical abilities

Programming Languages

Specialized Software Programs

Transferrable Skills

Leadership Abilities

Ability to work in a team

Written and oral communication

Strong work ethic

Problem solving skills

Analytical/quantitative skills

Initiative

Interpersonal skills

Organizational ability

Creativity

TIPS FOR ATS SCREENING

- Applicant Tracking System (ATS) – pulls specific data and skills
Sorts into buckets – education, skills, experience
- Compared to the job description:
Seeks **key words** from the job description – areas of experience, skills and qualifications, then ranks your resume
- Optimize – through format and content
75% rejected due to formatting issues
Templates can cause problems

Avoid using:

- Images
- Icons
- Tables
- Columns

Avoid Formatting Problems

Yes: Word, PDF
No: jpg, png

Non- ATS Friendly Format



CONTACT

111 1st Avenue
Redmond, WA 98043
909.555.0100
kristi@example.com
www.interestingsite.com

SKILLS

Electrical: Circuit analysis, circuit design
Computer Science: Python, MATLAB, C, Java
Misc: MS Office Suite, Communication, Teamwork

REFERENCES

[Available upon request]

ELIZABETH JONES

ELECTRICAL ENGINEERING

EDUCATION

Washington State University Vancouver Expected, May 2026
Bachelor of Science in Electrical Engineering

ENGINEERING PROJECTS

Mini Solar Powered Vehicle, Washington State University, Vancouver

- Designed, built and tested a small solar powered vehicle with team of ME and EE majors
- Team role was to design and build [circuit](#) to connect solar panels and DC motor
- Raced car against other teams

Wind Turbine, Washington State University, Vancouver

- Designed, built and tested a wind turbine with team of ME and EE majors
- Team role was to design [circuit](#) to transfer power from [turbine](#) to a smartphone
- Successfully got phone to charge, albeit slowly

WORK EXPERIENCE

Department Lead, Target, Vancouver, WA Aug 2022 – Present
[Started](#) as food and beverage crew member, promoted to manager.

Crew Member, Five Guys Restaurant July 2021 – August 2022

Upward Bound Math Tutor Oct. 2020 – June 2021
LULAC National Educational Service Centers, Vancouver, WA

ATS Friendly Format

Elizabeth Jones

(909)555-0100 * elizabethj@example.com * Vancouver, WA

Education

Washington State University	Expected: May 2025
Bachelor of Science in Computer Science	GPA: 3.73/4.00
- Minor in Mathematics - Clubs: Association for Computing Machinery's Women in Computing (ACM-W)	
Clark College	June 2021
Associate in Arts – Direct Transfer Agreement	GPA: 3.73/4.00
Attended as high school student through Washington state's Running Start program	

Work Experience

Software Engineer Intern	November 2021 – September 2023
Shin-Etsu Handotai America	Vancouver, Washington
- Deployed a dashboard into production that displays online statuses, estimated time to finish, and idle time of semiconductor metrology tools, using C# and SQL. - Enhanced a legacy WinForms application by adding analysis features that allow engineers to better solve particle defects on bare silicon substrate. - Automated parameter entry for silicon wafer edge profilers with a WinForms application that generates QR codes. - Automated setup file generation and deployment for silicon wafer global and site geometry tools with a WPF application that retrieves customer specifications. - Designed the front-end (XAML) and back-end (C# and Microsoft SQL Server) of a document control application that allows users to view, edit, audit, and approve FMEAs and Control Plans.	
Shift Manager	September 2019 – April 2022
McDonald's	Vancouver, Washington
- Trained a variety of individuals on food safety procedures and quality customer service. - Directly managed up to 15 crew members during peak business hours. - Prepared crew position floor plans, food waste cost reports, and inventory management accounts.	

Projects

Discord Bot
Created a Discord bot using JavaScript, discord.js, and Node.js that reacts to server members with certain reactions, messages, or audio when they send messages or join a voice call.

Skills

Languages: C#, C, Java, Python, SQL, JavaScript, HTML/CSS, XAML, VBA
Frameworks and Libraries: Node.js, .NET, WinForms, WPF, Pandas, NumPy, Scikit-Learn, OpenGL
Tools: Git, Linux, Azure Data Studio, Visual Studio, Microsoft SQL Server, Azure DevOps

ATS Screening for Content

- Screens for KEY WORDS FROM THE JOB DESCRIPTION
 - Find primarily under skills
 - Also check responsibilities, education and certification sections
- Requires customizing resume for each job
- Qualifications and experience
- Quality over quantity

Job Description	Professional Summary
Software Developer • Innovator mindset with fresh ideas and a results-oriented attitude • Background with Git, Gerrit, Jenkins, Jira • Understanding of software engineering principles—e.g. Agile software development • Skilled in test automation and tools—Cucumber, Robot, Ansible, TestNG, Selenium, JMeter • Proficient in Java, Shell, Python and Linux OS	Toby Geer Dallas, TX linkedin.com/intoby (512) 555-1334 sgeer@email.com Software developer with background in test automation using Selenium, Cucumber, Ansible and JMeter. Experience includes various development projects using React, Python, Java, Shell and Linux OS.

Transferrable Skills

EXPERIENCE

Accounting Intern, Perkins & Co. Accounting Firm, Vancouver, WA

Summer 20XX

- Maintained, analyzed and reconciled 50 accounts on a monthly basis.
- Reported organization's finances to management, and offered suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
- Assisted in the preparation of supporting schedules for auditors to verify appropriateness and accuracy.
- Analyzed and prepared income and expense accruals for over 10 clients.

Server, Applebee's Bar and Grill, Vancouver, WA

June 20XX – May 20XX

- Promoted from hostess to server within one month and Received Top Sales Person Award July 20XX.
- Selected to train new representatives functioning as lead trainer, providing ongoing guidance and constructive feedback which increased trainee retention.

Assistant Manager/Staff Instructor, The Source Climbing Gym, Vancouver, WA

March 20XX – May 20XX

- Hired, trained, and scheduled 14 employees through effective communication and organizational skills.
- Assisted customers with purchases of gym memberships resulting in top sales for the gym.
- Developed and implemented a sales plan which increased monthly numbers and led to consistently exceeding sales quotas for merchandise and memberships.

RELEVANT PROJECTS

Project Title, Name of Class, WSU Vancouver

Semester 20XX

- Use bullets beginning with action verbs to describe the project. Remember to think of your audience as someone who knows nothing about what you accomplished or about your class at WSUV.
- Include any technical/computer skills you used, data analysis techniques or concepts.
- When describing a group project make sure to emphasize specifically how YOU contributed to the project.

Project Title, Name of Class, WSU Vancouver

Semester 20XX

- What was the result? Did you present your work? Where and to whom?
- Highlight business skills you demonstrated: teamwork, collaboration, analysis, market research, customer relationship management, writing skills, communication, presenting data, problem-solving, leadership.

EMILY ROEBLING

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(360) 333-4444 • emily.roebbling@wsu.edu

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Washington State University, Vancouver, WA GPA: 3.7/4.0

Relevant Coursework: Digital Systems Design, Silicon Integrated Circuit Design Technology, Nanotechnology for Semiconductors, and Renewable Energy Applications

Electrical Engineering Cadet June 20XX – August 20XX
United States Air Force Academy, Colorado Springs, CO GPA: 3.8/4.0

Relevant Coursework: Differential Equations with Circuit Applications I, Electronics I, Fundamentals of Mechanics, and Electrical Circuits and Systems with Differential Equations and Linear Algebra

ENGINEERING PROJECTS

Evaporative Cooler, Washington State University, Vancouver, WA Spring 20XX
• Designed, built and tested an evaporative cooler using xyz techniques
• Add another bullet or two about skills used in the project and highlight the results

Second Project Here, Washington State University, Vancouver, WA Fall 20XX
• Make sure to use details of the project – if it is a team project focus on what you accomplished as a team member
• If you presented work to the class or as part of a poster fair make sure to add this information

LEADERSHIP

Cadet, United States Air Force Academy, Colorado Springs, CO June 20XX – July 20XX
• Collaborated in groups of up to 6 members on real-life scenarios to experiment, analyze, and create solutions to increase understanding of engineering principle applications
• Vice President of the local Institute of Electrical and Electronics Engineers chapter, and a leader in the CrossFit club
• Underwent over 800 hours of training on small group tactics, interpersonal dynamics in extreme situations, and Air Force regulations

OTHER EXPERIENCE

Carpenter/General Laborer, Byrd Construction, Longview, WA July 20XX – August 20XX
• Developed a solid understanding of design and construction with numerous large and small scale opportunities
• Implemented design elements into projects to resolve constructability issues noticed upon assessment and gained valuable insight into the implementation phase of projects

Customer Service Representative, DirecTV, Portland, OR July 20XX – May 20XX
• Used problem solving and communication skills to effectively address customer questions and concerns
• Ranked in the top 10% in new service sales and upgrades out of a staff of 65

COMMUNITY SERVICE

Falcon Club Member, Big Brothers Big Sisters of America, Colorado Springs, CO September 20XX – June 20XX
• Served as Big Sister for a young teen and participated in various events with the club

Jack Dawson

Vancouver, WA 98662 • (360) 555-0000 • j.dawson@gmail.com

PROFILE

- Proven track record of analyzing requirements and building software to meet these needs.
- Sun workstations, UNIX, Cadence design tools (Analog Artist and Virtuoso).
- Design of multi-market logic families of integrated circuit devices on CMOS and BICMOS processes.
- Highly Proficient in use of PC and UNIX tools for project documentation.
- Bilingual in English and Mandarin.
- Three years of experience working effectively in teams in both academic and work settings.

Programming languages and proficiencies include:

- *Languages:* C/C ++, Java, Python, MySQL, SQLite
- *Operating Systems:* Windows, Ubuntu Linux, MAC OS
- *Applications:* LaTeX, GIT, Microsoft Office Suite, Microsoft Visio

EDUCATION

Bachelor of Science, Computer Science
Washington State University Vancouver

Expected: May 20XX
GPA: 3.33

RELEVANT EXPERIENCE

Technical Assistant II

Bonneville Power Administration

September 20XX – Present
Vancouver, Washington

- Developing an algorithm to detect power line faults using analytical and problem solving skills.
- Collaborate with a team of 3 students and 2 professors to interpret large data sets.
- Coordinate, plan and work with an external team of 5 electrical engineers at Oregon Institute of Technology to complete a year-long project improving efficiency.

Software Engineering Intern

Hewlett-Packard Corporation

May 20XX – August 20XX
Vancouver, Washington

- Team member of the Open Enterprise Solutions Group.
- Tested enhancements to A+ software for distributed systems management.
- Served as departmental Linux Systems Administrator.
- Developed prototype of new product enhancement for A+ which serves as an extension of the off-site system management modeling tool. Programs were written in Java and C++.

C and Assembly Language Term Project

Washington State University Vancouver

Fall 20XX
Vancouver, Washington

- Add one or two bullets about the specifics of the project and the skills you used.

Computer Science Summer Institute Program Participant

Intel

May 201XX – August 20XX
Hillsboro, Oregon

- Received training in Python, UNIX, JavaScript, App Engine, HTML, CSS.
- Developed and launched web application in a team of three, presented to Intel engineers and peers.

ADDITIONAL EXPERIENCE

Customer Service Representative

Target

September 20XX – September 20XX
Vancouver, Washington