**First Last**

314-554-6655 • 1234 E Apple Street, Tempe, AZ 85261 • findme@gmail.com

# ELECTRICAL ENGINEER

Electrical Power and Energy Systems graduate with a focus on distribution and transmission. Interested in a career as an Electronics Application Engineer. Previous internship experience in semi-conductor manufacturing and have an in-depth knowledge of:

|  |  |
| --- | --- |
| • Power Electronics Design | • Power Stage & Controller |
| • Trouble Shooting Electrical Systems | • Power Economic Dispatch |

**EDUCATION**

**Master of Science – Computer Science**  Expected May 2015

 Arizona State University, Tempe, AZ GPA 3.8 / 4.0

**Bachelor of Technology in Production Engineering GPA 7.5/10 (3.6/4.0)** May 2012

 Bharati Vidyapeeth Deemed University, Pune, India

**PROFESSIONAL EXPERIENCE**

**R&D Manufacturing Intern** Jul 2010 – Sep 2010

 Shanghai Electric Machinery Co., Ltd Shanghai, China

* Assembled components in a synchronous motor to understand manufacturing process and debugging techniques
* Utilized circuit layouts to solder circuit boards for later assembly.
* Exceeded daily production standards and asked to help train others in the process and techniques.
* Collaborated with design engineers supporting Response for Proposals (RFPs) for improving customer specifications

**ACADEMIC PROJECTS**

Power Electronics Design Modeling & Simulation Project Spring 2013

* Designed . . . . use technology descriptive words and tools when telling the reader what YOU did
* Developed . . .
* Utilized . . .

Project # 2 Fall 2012

* Lead . . . .
* Designed and developed . . .
* Fabricated . . . and delivered . . .

Project #3 Fall 2012

* Performed quality control tests utilizing ANOVA and F Test statistics
* Improved performance of code base by . . .

**TECHNICAL SKILLS & RELEVANT COURSES**

Software: xxx, xxxx, xxxxx

Concepts: xxxx, xxxxx, xxxxx

Tools: xxxx, xxxx, xxxx

Courses: Advance Power Electronics, Electric Power Devices, Power System Analysis, Power Electronics, Electric Power Plant, xxxx

**HINTS FOR YOUR RESUME: IMPORTANT TO REMEMBER:**

* Your resume should be geared toward the industry or company you want to work for.
* You need a new resume for every job posting you apply for.
* Look at the Job Posting and job requirements. Highlight the key words (the requirements) for the job. Make sure you can utilize as many of those key words in your resume as you can. Never lie. Quantity matters.
* Resumes, in most cases, are sorted by the number of key words that show up based on a computer search or search by a clerk. If those key words are not in your resume, your resume will go into a NO pile.
* The top of your resume should be YOUR introduction as to who you are, what your skills are and what your core competencies or passions are. NOT your Objective. NEVER USE “I” in a resume.
* USE “Borders” in your resume – don’t insert lines (shapes). Find boards in the Paragraph format section. Place your curser on the text line you want a line under. Select bottom border and a line is drawn for you.
* USE NO Spacing as your default Style (NOT NORMAL) Normal takes up too much space between lines.

How to build your summary . . . . by Karen M Kowal

What type of engineer are you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years (months) of previous work experience do you have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Doing what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you specialize in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seeking an internship or full time position in the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there something you are passionate about? (in case you don’t have a specialty)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the 4 or 6 things you do especially well? USE KEY WORDS from job description

|  |  |
| --- | --- |
| • | • |
| • | • |
| • | • |

Now try to put the above items into a summary about yourself. Use as many KEY words as you can that the job description is looking for. The KEY words as they relate to the job description.