



GENERAL RESUME SAMPLE

Charger Blue

301 Sparkman Drive | Huntsville, AL 35899 | 256-824-7777 | chb0001@uah.edu

EDUCATION

University of Alabama in Huntsville

Huntsville, AL

Bachelor of Science in Mechanical Engineering

Expected Graduation: May 2020

- GPA: 3.563/4.000
- Minor: Computer Engineering

EXPERIENCE

Hidway-Martin

Huntsville, AL

Processes Engineering Intern

January 2016 – Present

- Use these bulleted lists to outline your duties and accomplishments at each position you have held.
- Begin each point with a strong action verb that describes the work you accomplished and how you accomplished it; for example:
- Managed and maintained a comprehensive database of project data using Microsoft Excel.
- Also qualify and quantify your accomplishments using descriptive language and numbers when applicable, like so:
- Designed and built a one-cylinder engine intended to reduce fuel emissions and increase efficiency by 20 percent in the X5i Hybrid Vehicle.

UAH Student Success Tutor

Huntsville, AL

Calculus I Tutor

October 2015 – January 2016

- Worked one-on-one with students to learn calculus concepts.
- Demonstrated patience, initiative and work ethic by completing 10 volunteer hours per week.
- Assisted students with homework and preparing for tests and helped students increase test scores by an average of 15 points.

HONORS AND AWARDS

NASCA U-Science Poster Presentation | *1st Runner-up* | November 2016

UAH Merit Scholarship | *Recipient* | August 2016

StartSmart Rising Star Scholarship | *Recipient* | August 2016

SKILLS

- Basic proficiency: Matlab
- Intermediate proficiency: Spanish, written and spoken
- Advanced Proficiency: Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)

Still need assistance? Schedule an appointment today!

UAH Office of Career Services

205 Student Services Building | 256.824.6741 | chargerjobs@uah.edu | uah.edu/career-services