



The **PURPOSE** of a **RÉSUMÉ** is to get an interview and/or tell your story. A resume is a skillfully designed, easy to read document that provides information about your education, experience (work, internship, volunteer), and other qualifications that are most relevant to a particular job opening. Your résumé needs to show an employer how you meet and exceed their needs. **LENGTH:** Depending on your work experience and the job description, your resume may be 1-2 pages. If it is 2 pages, it needs to be 2 full pages.

MAJOR RÉSUMÉ COMPONENTS:

HEADING: Place your name at the top of your résumé. Other information to include is your current city and state along with your phone number (with area code), e-mail address and LinkedIn URL.

PROFESSIONAL HIGHLIGHTS: This section tells the employer you are qualified for the job at first glance. Tailor this section each time you apply to a position. Create a bulleted list of your key achievements, skills, traits and experiences that relate to the position, and any languages spoken. Usually 5-7 bullets (no more than 10).

EDUCATION: Degrees earned (or to be completed) should be listed from present to past. Do not include high school. Do not list other institutions unless you have completed a degree or certification. For each degree, give the following:

- Name and location of school attended
- Degree earned
- Major/Minor/Track
- Grade point average (3.0 or above)
- Date of graduation or expected
- Research/thesis/capstone topic (if applicable)
- Relevant coursework (optional)

TECHNICAL SKILLS

- Technical skills are defined as **computer or technology-based hard skills**.
- Place these in three columns across this section, just list the skill, for example CAD

PROFESSIONAL EXPERIENCE:

- List your employment from present to past.
- Provide employer name, position held, and dates of employment (month and year).
- Begin each descriptive statement with an action verb. Use present tense if current, and past tense if no longer employed there.
- **Write bulleted descriptive action statements that highlight your skills, abilities and knowledge learned on the job.**
- List tasks performed (if relevant to the job description), emphasizing those requiring the highest level of skill, responsibility and judgment.
- Quantify your accomplishments (when you can), i.e. "surpassed sales quota by 15%," "trained and supervised 5 employees," "maintained average caseload of 85 clients".

OTHER POSSIBLE SECTIONS:

- Internship/Volunteer/Service Learning
- Professional certificates or licenses
- Military experience
- Honors, scholarships, awards, and fellowships
- Clubs/Organizations/Memberships/Affiliations
- Extracurricular activities/leadership
- Publications
- Personal projects and/or passions
- Advanced computer applications
- Additional Trainings





- Job requirements section can help guide what to post here.
- Focus on your strengths and accomplishments
- It's ok if information in highlights is the same as in other sections of the resume, if they are relevant
- Reframe the language on the job requirements; avoid using the exact same language used in the posting.

Font: Calibri Contact info on one line
 Name size: 14 Personalized LinkedIn URL
 Headers: 12
 Content: 11

SAM HUSKY

Gorham, ME | (207) 780-5555 | shusky@maine.edu | [linkedin.com/shuskys](https://www.linkedin.com/in/shuskys)

PROFESSIONAL HIGHLIGHTS

- Skilled in design, modeling, assembly and prototyping
- Developed ability in simulation and analysis of 2D and 3D CAD designs
- Designed and analyzed gas turbine engine calculations
- Experienced in designing, analyzing and operating electrical and mechanical systems
- Team collaboration skills and ability to work under pressure to achieve

- List the town/city of the campus you most identify with
- Include study abroad experiences
- List only past college experiences where a degree was obtained.

EDUCATION

University of Southern Maine, Gorham, ME
 Bachelors of Science Mechanical Engineering, minor in Electrical Engineering
 Member of the Society for Collegiate Leadership and Achievement (SCLA)

Relevant coursework: Fluid mechanics, Dynamics, Thermodynamics, Strength of Materials, Heat transfer, circuits, control systems, Linear signals, Material science, Aerodynamics

Bulleted descriptive accomplishment statements:

- Use chronological format for listing experiences, present to past
- Use present tense action verbs if currently employed
- Use past tense action verbs if you are no longer employed
- Use "ed" verbs for past tense, do not use "ing" or "ly"

TECHNICAL SKILLS

- | | | |
|--------------------|-----------------------|-------------------------|
| • CAD (SolidWorks) | • C Programming | • AutoCAD |
| • Microsoft Office | • 3D Printing | • MATLAB |
| • Microsoft Excel | • Wolfram Mathematica | • SolidWorks |
| • SAP | • PSpice | • SolidWorks Simulation |
| • MATLAB | • Chemkin (ANSYS) | • SolidWorks Electrical |
| • Minitab | • Fluent (ANSYS) | • SolidWorks PDM |

INTERNSHIP

Texas Instruments, South Portland, ME May 2022 – Aug 2022

- Evaluated, selected, and ordered equipment appropriate for the manufacturing of company products
- Oversaw the installation, modification, upgrade and maintenance of manufacturing equipment
- Kept up to date on equipment manufacturers' technical notices, upgrades and safety issues
- Studied equipment performance and reliability
- Established programs and solutions for increasing uptime and for equipment problems that affected the process
- Provided technical support to the manufacturing equipment repair and process engineering organizations
- Defined and wrote preventative maintenance schedules

PROFESSIONAL EXPERIENCE

Moonlight Campground, Saco, ME June 2019 - Present
 Assistant Manager

- Coordinate summer camp program for over 200 children, resulting in 90% camper return rate
- Organize the day to day activity schedule for the campers during their stay at the camping grounds
- Direct and produce annual television commercial; doubled camp membership from 100 campers to 200 in 2018
- Oversee the registration process of the participants applying for the camp
- Coordinate camp counselor on-boarding and annual summer training
- Review the applications of the guides and counselor candidates and select ideal candidates

CLUB/ORGANIZATION EXPERIENCE

Engineering Student Committee August 2020-May 2020
 Chair

- Organized and led monthly student meetings to showcase student and faculty research efforts
- Raised and secured funding for ESC and other student groups
- Wrote proposals to the USM Student Board of Organizations to receive funding for events

Submit your resume as a PDF unless otherwise specified.



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- Skilled in design, modeling, assembly and prototyping
- Developed ability in simulation and analysis of 2D and 3D CAD designs
- Designed and analyzed gas turbine engine calculations
- Experienced in designing, analyzing and operating electrical and mechanical systems
- Team collaboration skills and ability to work under pressure to achieve engineering goals

EDUCATION

University of Southern Maine, Gorham, ME

May 2023

Bachelors of Science Mechanical Engineering, minor in Electrical Engineering

Member of the Society for Collegiate Leadership and Achievement (SCLA)

Relevant coursework: Fluid mechanics, Dynamics, Thermodynamics, Strength of materials, vibration, Machine design, Heat transfer, circuits, control systems, Linear signals, Material science, Aerodynamics and Engineering Economics.

TECHNICAL SKILLS

- | | | | |
|--------------------|-----------------------|-----------------|------------------|
| • CAD (SolidWorks) | • C Programming | • Arc Welding | • 3D Printer |
| • Microsoft Office | • 3D Printing | • Band Saw | • Forklift |
| • Microsoft Excel | • Wolfram Mathematica | • Table Saw | • Power Jack |
| • SAP | • PSpice | • Soldering Gun | • Tensile Tester |
| • MATLAB | • Chemkin (ANSYS) | • Chop Saw | • Extensometer |
| • Minitab | • Fluent (ANSYS) | • Spot Welding | |

INTERNSHIP

Texas Instruments, South Portland, ME

May 2022 – Aug 2022

- Evaluated, selected, and ordered equipment appropriate for the manufacturing of company products
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PROFESSIONAL EXPERIENCE

Moonlight Campground, Saco, ME

June 2019 - Present

Assistant Manager

- Coordinate summer camp program for over 200 children, resulting in 90% camper return rate
- Organize the day to day activity schedule for the campers during their stay at the camping grounds
- Direct and produce annual television commercial; doubled camp membership from 100 campers to 200 in 2020
- Oversee the registration process of the participants applying for the camp
- Coordinate camp counselor on-boarding and annual summer training
- Review the applications of the guides and counselor candidates and select ideal candidates

CLUB/ORGANIZATION EXPERIENCE

Engineering Student Committee

August 2020-May 2020

Chair

- Organized and led monthly student meetings to showcase student and faculty research efforts
- Raised and secured funding for ESC and other student groups
- Wrote proposals to the USM Student Board of Organizations to receive funding for events

Note: Use present tense of verb for current roles/experiences (e.g. Administer, Conduct, Design, Edit, Promote, etc.).

Accomplishment:

Achieved, Designed, Elected to, Established, Executed, Expanded, Generated, Handled, Implemented, Improved, Optimized, Pioneered, Reduced (losses), Resolved, Restored, Transformed

Administrative Skills:

Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Oversaw, Prepared, Planned, Purchased, Supervised

Communication Skills:

Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Rated, Recommended, Reconciled, Recruited, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke, Telephoned, Testified, Translated, Wrote

Counseling/Helping Skills:

Accompanied, Adopted, Advocated, Affected, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Demonstrated, Devoted, Diagnosed, Educated, Enlarged, Ensured, Executed, Expanded, Expedited, Facilitated, Familiarized, Fortified, Guided, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Shared, Suggested, Supplied

Creative Skills:

Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

Financial Skills:

Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Procured, Purchased, Researched, Sold

Function/Task:

Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted, Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Memorized, Monitored, Operated, Organized, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Updated





Management Skills:

Administered, Allotted, Analyzed, Assigned, Attained, Broadened, Called for, Chaired, Changed, Consolidated, Contacted, Contracted, Coordinated, Decided, Defined, Delegated, Developed, Devised, Directed, Eliminated, Enforced, Established, Evaluated, Executed, Focused, Handled, Headed, Hired, Implemented, Improved, Incorporated, Increased, Instituted, Integrated, Judged, Led, Managed, Mediated, Mobilized, Motivated, Organized, Overhauled, Oversaw, Planned, Prioritized, Produced, Provided, Recommended, Regulated, Resolved, Restored, Reviewed, Scheduled, Screened, Scrutinized, Selected, Shaped, Solved, Sought, Specialized, Strengthened, Structured, Supervised, Terminated, Verified

Organizational Skills:

Analyzed, Applied, Approved, Arranged, Catalogued, Classified, Collected, Compiled, Coordinated, Dispatched, Developed, Expedited, Facilitated, Generated, Handled, Implemented, Initiated, Inspected, Monitored, Organized, Planned, Prepared, Processed, Purchased, Recorded, Retrieved, Screened, Specified, Systematized, Tabulated, Validated

Research Skills:

Analyzed, Applied, Checked, Cited, Clarified, Collected, Compared, Critiqued, Deducted, Determined, Diagnosed, Discovered, Dissected, Estimated, Evaluated, Examined, Explored, Extracted, Forecasted, Formulated, Found, Gathered, Graphed, Identified, Inspected, Interpreted, Interviewed, Investigated, Isolated, Located, Observed, Predicted, Read, Researched, Reviewed, Studied, Summarized, Surveyed, Systematized

Technical Skills:

Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extrapolated, Fabricated, Installed, Interpreted, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Translated, Upgraded, Wrote

Time Management Skills:

Administered, Consolidated, Developed, Directed, Generated, Improved, Increased, Initiated, Promoted, Reduced

Training Skills:

Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Motivated, Persuaded, Presented, Stimulated

Type of Experience:

Broad, Complete, Comprehensive, Consistent, Diversified, Extensive, Intensive, Scope, Solid, Specific, Successful, Varied

HELPFUL RESOURCES

Onetonline.org: has detailed job descriptions to help you describe your specific job accomplishments.

Tagcrowd.com: paste in the job description and quickly see what key words are most important to the employer.

Jobscan.co: gives you an instant analysis of how well you tailored your resume to the job description.

