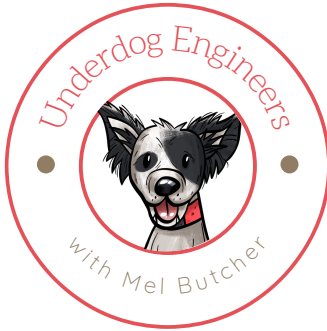


ULTIMATE ENTRY-LEVEL ENGINEERING RESUME CHECKLIST

The "Must Have" Resume Checklist to make your resume rock!



The impression you make with your resume could mean the difference between an invitation to an interview or your resume ending up lost in a black hole. With experience reviewing and vetting hundreds of entry-level engineers' resumes, I am thrilled to share this checklist to help YOU address the most common mistakes young engineers make.

TOP OF RESUME

- Street or mailing address not necessary, especially if applying for roles nationally

- Objective/Summary statement is unique to you, your goals, and your values (otherwise, don't include it), and is 2-3 lines long, maximum.

- LinkedIn URL is personalized and included at the top of resume.

AESTHETICS

- Resume is simply formatted without lines and graphics, especially for online submissions.

- Your resume is 1 page. No exceptions.

- File is a pdf and file name contains YOUR NAME! Never send or submit a resume that's saved as "Resume 2021"

RESUME BODY

- Narrative for job experience, school projects, and research include details on outcomes and their importance (versus simply listing tasks completed).

- Experience at and volunteer work is described with narrative to showcase outcomes, contribution, and your values. (organization memberships are NOT simply listed without context).

"SKILLS"

- Skills are NOT shown as bulleted list with zero description (e.g. "Microsoft Office, MATLAB")

- Skills ARE articulated with detailed narrative in work or project sections (it's OK if those are school projects).

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