## Education

**Bachelor of Science,** Mechanical Engineering

The University of Scranton, Scranton, PA, (Insert: Graduation Year)

(Insert: Current Grade Point Average)

**Relevant Courses:**

(Insert courses) Example: Digital Electronics, Circuit Theory, and Logic Design

**Diploma**

Name of High School, City, State, (Insert: Graduation Year)

## Employment Experience

|  |  |
| --- | --- |
| **Job Title,** Employer Name, City, State | (Start Date – End Date) |
| 1. Describe skills, abilities needed and accomplishments attained 2. Begin descriptions with an action verb and highlights skills needed to perform job; be concise and use different words 3. Use correct verb tenses (past or present) | |
| **Job Title,** Employer Name, City, State | (Start Date – End Date) |
| 1. Example: Participated in research and marketing projects to promote renewable energy and business growth | |

## Volunteer Experience

**Position Title**, Name of Organization, City, State (Start Date – End Date)

* Describe the volunteer activity
* Example: Interacted with diners while serving their meals

**Position Title**, Name of Organization, City, State (Start Date – End Date)

* Describe the volunteer activity

## Clubs/ Memberships/activities

**Position Title**, Name of Organization/Club/Activity (Start Date – End Date) **Position Title**, Name of Organization/Club/Activity (Start Date – End Date)

**Position Title**, Name of Organization/Club/Activity (Start Date – End Date)

## Technology skills

(Insert Skills) Examples: AutoCAD, C, C++, MS Project, and Excel