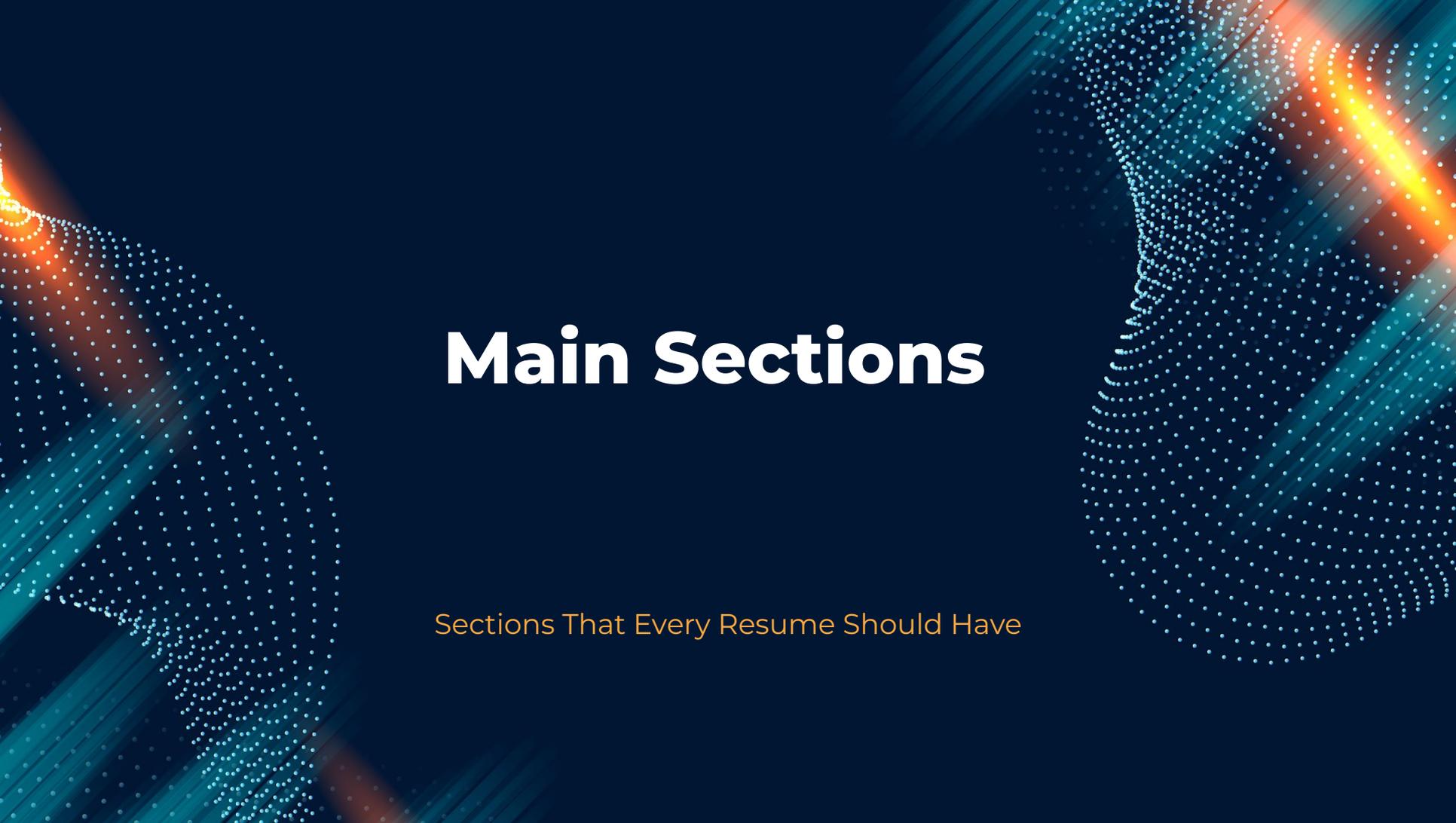




RESUME WORKSHOP

OCTOBER 2024

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Main Sections

Sections That Every Resume Should Have

Purpose of this workshop

- **Develop an Effective Resume**
Understand the key components that make a resume suitable for engineering programs.
- **Organize Achievements, Skills, and Experience**
Compile your accomplishments in one accessible document.
- **Create a Strong Template for Future Applications**
Design a resume template that can be easily customized for various opportunities.

Note: Not All Sections Are Necessary

Focus on the most relevant information to effectively showcase your strengths.

Education

School

Include the full name of your school or college (e.g., "Springfield High School" or "University of Technology").

Major/Field of Study (if Applicable)

List this only if it directly relates to the position you're applying for; otherwise, it can be omitted.

Relevant Coursework

Highlight classes or projects that demonstrate your preparation for engineering, such as:

- Dual enrollment courses
- Courses that included engineering projects

Skills

Specify relevant skills clearly. For example:

- Use "Python" instead of just "Coding".
- List "Microsoft Office Specialist" rather than just "Word" or "Excel".

Projects

Role

Clearly state your position in the project.

Description

Provide a brief, direct overview of the project.

Details

Specify your contributions. Consider using the STAR or XYZ method:

- **STAR:** Situation, Task, Action, Result
- **XYZ:** I achieved X by doing Y, resulting in Z.

Time Period

Include the month and year of the project.



Work Experience

Company/Business Name

Include the full name of the organization where you worked.

References to Other Sections

Ensure details align with skills listed in the "Education" section for consistency.

Use Numbers

Incorporate values and percentages to enhance impact and clarity.

Highlight Achievements

Focus on specific accomplishments and how they contributed to the organization.

Professional Tone

Maintain a formal and concise writing style throughout the section.





Additional Sections

Sections that may be helpful to include

Leadership Experience

Direct Leadership Examples

Include only clearly defined leadership roles. Avoid weak examples that don't showcase your impact.

Relevant Volunteering Experience

Highlight volunteering that relates to the position, as it can demonstrate leadership and commitment. Examples include:

- Leadership in clubs
- Roles in student government
- Organizing community service projects

Keep This Section Brief

Only include this section if it adds value to your resume. Don't feel obligated to include it if it's not necessary.



Honors & Interests

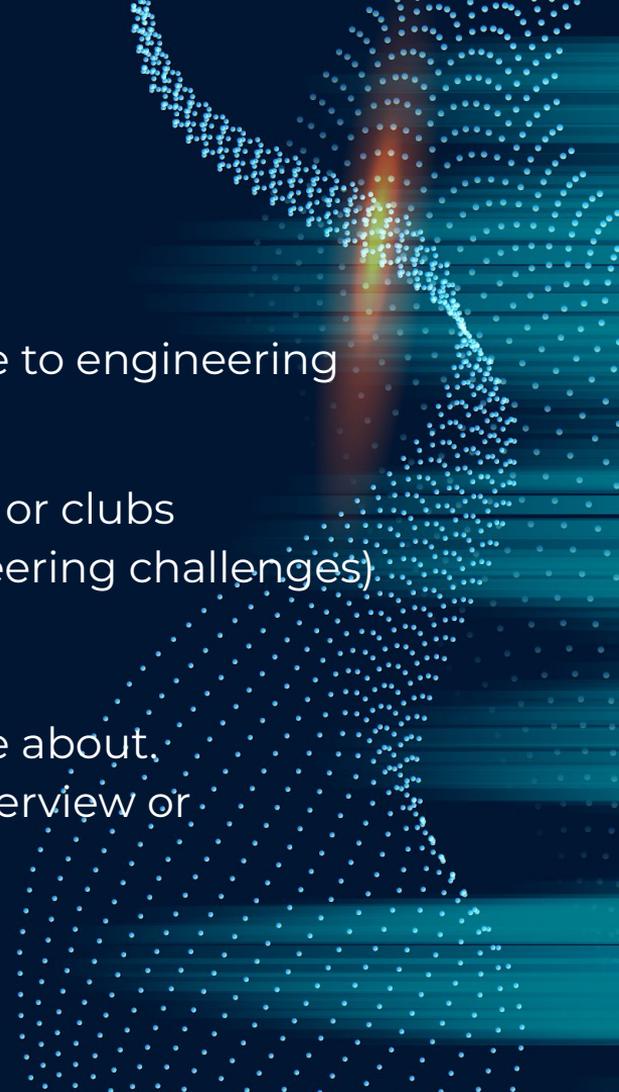
Focus on Engineering-Related Achievements

Prioritize awards and honors that specifically relate to engineering to strengthen your application:

- Recognitions from engineering organizations or clubs
- Competition awards (e.g., science fairs, engineering challenges)

Genuine Interests

Only include interests that you are truly passionate about. Remember, these may be discussed later in an interview or application process.



EXAMPLE

Isaac Benjamin Washington

Tampa, FL | (352) 281-5554 | www.linkedin.com/in/isaacbwh | washingtonbisaac@gmail.com

Education

University of South Florida, Tampa, FL
Bachelor of Science in Civil Engineering

Grad: May 2025
GPA: 3.21/4.0

Relevant Courses: Water Quality & Treatment, Water Resources Engineering, Environmental Engineering, Fluid Mechanics, Hydraulics, and Environmental Policy

Skills: AutoCAD, Civil 3D, MS Office Suite, MATLAB, Simulink, Bluebeam, Procore, SQL, Python, R, ArcGIS, EPA Net, and Mathcad

Work

Arcadis

Tampa, FL

May 2024 – August 2024

Water Engineer Intern

- Prepared punch list for upgrades being made at Waste-To-Energy Facility.
- Created preliminary health and safety reports for water wastewater utility projects.
- Contributed to pump station installation projects and gained exposure to asset management for water treatment plants.
- Evaluated daily and weekly presence of chemicals (PFAS) in water and biosolids to ensure compliance with treatment quality standards.

University of South Florida

Tampa, FL

August 2023 – May 2024

Engineering Research Assistant

- Researched Sustainability and Impact of Moringa crop on West African farmers.
- Presented Comparative Life Cycle Sustainability Assessment research at OneUSF Undergraduate Research Conference.
- Analyzed complex data for programming and econometric modeling methods to perform data analysis using R and Python scripts.

Freese and Nichols

Tampa, FL

May 2022 – September 2022

Wastewater Engineer Intern

- Developed a workflow process to effectively ingratiate interns into engineering teams.
- Co-authored article for Florida Water Resources Journal on Wastewater Treatment Plant.
- Created playbook used for Florida Section of company based on other regions' existing documentation.
- Conducted odor quality control assessments for regulatory compliance for Southwest Water Reclamation Facility.
- Reviewed submittals, operation & maintenance manuals, along with researching equipment options for alum sludge dewatering system.
- Analyzed treatment plant daily flow volume data to detect high & low points with Excel for recommendations to Water Authority.
- Determined existing sludge, drain, and valve pipe connections for water reuse facility expansion 6.0 MGD to 9.0 MGD with Bluebeam.

Leadership

- President** – American Society of Civil Engineers July 2022 – June 2023
Managed executive team, planning 2 networking and 2 career development events monthly, raising the club's fund by \$10,000 by organizing fall and spring career fairs, increased meeting attendance by 50% by promoting around campus and online forums; link: www.asce.org
- WEFTEC InFLOW Fellow/Steering Committee** – Water Environment Federation September 2023 – Present
Gained education and exposure to the water sector, including municipal water treatment, industrial water treatment, resource recovery, stormwater, and intelligent water systems. Selected as one of 32 scholars and attended WEFTEC Conference. Cohort lead for next WEFTEC.

Projects

- Environmental Engineering Project** – University of South Florida February 2024 – April 2024
Created study to explore the impact of water hardness on drinking water quality across different regions of Florida. Presented research to Environmental Engineering Department Chair and Faculty.
- AICE Environmental Report** – Q.L Roberts Jr.-Sr. High School January 2020
Conducted research to examine potential sustainable substitutions for common materials used in construction. Prepared technical scientific report to describe the research.

Honors

- Student Engineer of the Year – American Society of Civil Engineers West Coast Branch February 2023
- Florida Academic Scholars Scholarship – Florida Department of Education August 2020
- USF Gold Scholarship – University of South Florida August 2020

Interests

Reading, volunteering, playing basketball, exploring museums, and outdoor activities.

THANKS!

Do you have any questions?
Reach out to us via email!

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 - ibw@usf.edu
 - ma430215@ucf.edu
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