

# Sample Resume - Undergraduate

## James Undergrad Engineer

### Local Address

1111 Crossing Place Lane  
Austin, TX 78741  
(512) 555-5555  
student@mail.utexas.edu

### Permanent Address

10225 City Drive  
Houston, TX 77083  
(281) 555-5555

### Objective

To obtain a full-time position as an electrical engineer

### Education

#### **Bachelor of Science, Electrical Engineering, May 2012**

Minor: Business Foundations Certificate Program  
The University of Texas at Austin  
Overall GPA: 2.98/4.00                      Major GPA: 3.00/4.00

#### **Related Courses**

Data Structures, Linear Systems and Signals, Digital Logic Design, Electromagnetic Engineering, Engineering Communications, Solid-State Electronic Devices, Electronic Circuits, Engineering Economics, Real-Time Digital Signal Processing Lab, Electrical Engineering Design Seminar, Digital Signal Processing, Power Systems and Energy Conversion, Legal Environment of Business, Finance, Marketing, Management

### Experience

06/2011 - 12/2011

#### **Co-op Engineer (Two Terms), Mitchell Company**

Developed databases to monitor department development, increasing productivity by 35%  
Created presentations, company forms, and documents  
Monitored department budgeting  
Supervised and mentored high school intern, developing leadership skills  
Collaborated with co-workers on several projects, strengthening team skills

05/2010 - 08/2010

#### **Intern, Engineering Business Solutions**

Completed four-week training course in PL/SQL, Visual Basic, and Crystal Reports  
Worked on team developing new version of key software product  
Constructed reports according to client specifications  
Interacted with team members, supervisors, and client contacts on regular basis

05/2009 - 12/2009

#### **Crew Member, McDonald's**

Improved interpersonal and communication skills through working with public  
Performed kitchen duties and handled cashier funds  
Developed strong sense of responsibility through regular employment

### Academic Experience

#### **Digital Signal Processing Project, The University of Texas at Austin**

Established background of knowledge in Digital Signal Processing Theory  
Designed, implemented, and tested voiceband modem  
Explored design tradeoffs in signal quality versus implementation complexity

### Skills

Proficient in Microsoft Word, Excel, PowerPoint, Visual Basic, PL/SQL  
Familiar with Assembly language, C, C++, VHDL, PSpice, Labview, Multisim  
Strong organizational and problem-solving skills

### Accomplishments

University Honors, Spring 2011  
Recipient, Academic Merit Scholarship, 2009-2010  
Active Member, Institute of Electrical and Electronic Engineers (IEEE), 2009 - Present  
President, Citrus Heights High School Computer Club, 2007 - 2008  
Best Programmer Award, Citrus Heights High School, 2007  
Volunteer: Habitat for Humanity, Meals on Wheels, Explore UT