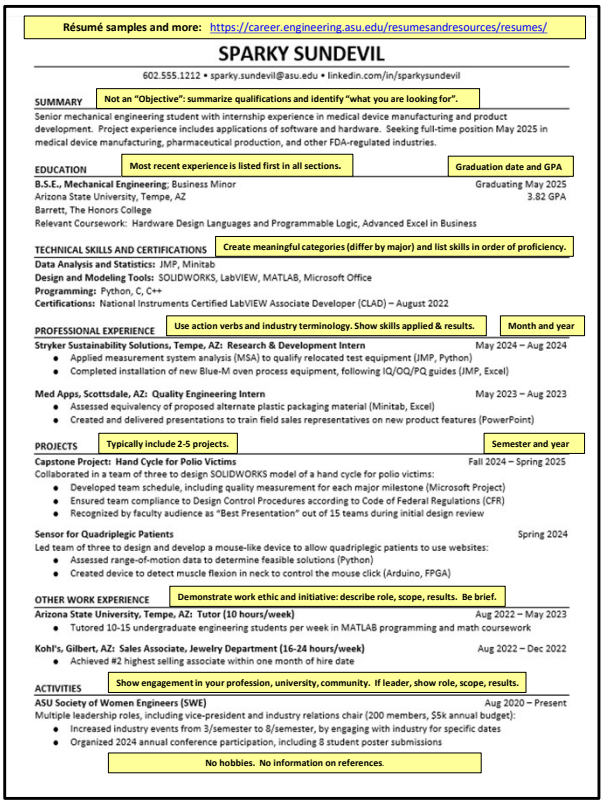


Résumé samples and more: https://career.engineering.asu.edu/resumesandresources/resumes/

SPARKY SUNDEVIL

602.555.1212 • sparky.sundevil@asu.edu • linkedin.com/in/sparkysundevil

SUMMARY — Not an "Objective": summarize qualifications and identify "what you are looking for".

Senior mechanical engineering student with internship experience in medical device manufacturing and product development. Project experience includes applications of software and hardware. Seeking full-time position May 2025 in medical device manufacturing, pharmaceutical production, and other FDA-regulated industries.

EDUCATION — Most recent experience is listed first in all sections. — Graduation date and GPA

B.S.E., Mechanical Engineering; Business Minor — Graduating May 2025
Arizona State University, Tempe, AZ — 3.82 GPA
Barrett, The Honors College
Relevant Coursework: Hardware Design Languages and Programmable Logic, Advanced Excel in Business

TECHNICAL SKILLS AND CERTIFICATIONS — Create meaningful categories (differ by major) and list skills in order of proficiency.

Data Analysis and Statistics: JMP, Minitab
Design and Modeling Tools: SOLIDWORKS, LabVIEW, MATLAB, Microsoft Office
Programming: Python, C, C++
Certifications: National Instruments Certified LabVIEW Associate Developer (CLAD) – August 2022

PROFESSIONAL EXPERIENCE — Use action verbs and industry terminology. Show skills applied & results. — Month and year

Stryker Sustainability Solutions, Tempe, AZ: Research & Development Intern — May 2024 – Aug 2024
- Applied measurement system analysis (MSA) to qualify relocated test equipment (JMP, Python)
- Completed installation of new Blue-M oven process equipment, following IQ/OQ/PQ guides (JMP, Excel)

Med Apps, Scottsdale, AZ: Quality Engineering Intern — May 2023 – Aug 2023
- Assessed equivalency of proposed alternate plastic packaging material (Minitab, Excel)
- Created and delivered presentations to train field sales representatives on new product features (PowerPoint)

PROJECTS — Typically include 2-5 projects. — Semester and year

Capstone Project: Hand Cycle for Polio Victims — Fall 2024 – Spring 2025
Collaborated in a team of three to design SOLIDWORKS model of a hand cycle for polio victims:
- Developed team schedule, including quality measurement for each major milestone (Microsoft Project)
- Ensured team compliance to Design Control Procedures according to Code of Federal Regulations (CFR)
- Recognized by faculty audience as "Best Presentation" out of 15 teams during initial design review

Sensor for Quadriplegic Patients — Spring 2024
Led team of three to design and develop a mouse-like device to allow quadriplegic patients to use websites:
- Assessed range-of-motion data to determine feasible solutions (Python)
- Created device to detect muscle flexion in neck to control the mouse click (Arduino, FPGA)

OTHER WORK EXPERIENCE — Demonstrate work ethic and initiative: describe role, scope, results. Be brief.

Arizona State University, Tempe, AZ: Tutor (10 hours/week) — Aug 2022 – May 2023
- Tutored 10-15 undergraduate engineering students per week in MATLAB programming and math coursework

Kohl's, Gilbert, AZ: Sales Associate, Jewelry Department (16-24 hours/week) — Aug 2022 – Dec 2022
- Achieved #2 highest selling associate within one month of hire date

ACTIVITIES — Show engagement in your profession, university, community. If leader, show role, scope, results.

ASU Society of Women Engineers (SWE) — Aug 2020 – Present
Multiple leadership roles, including vice-president and industry relations chair (200 members, $5k annual budget):
- Increased industry events from 3/semester to 8/semester, by engaging with industry for specific dates
- Organized 2024 annual conference participation, including 8 student poster submissions

No hobbies. No information on references.

General Points: This is "Engineering and Other Majors" on our website.

1. All of the information in our workshops comes from inputs given to us from our industry partners, including our Industry Advisory Council. Our resume samples are based on their direction to us about the information on the resume and the order of it.
2. You want your resume to look like this. Different? No – use the standard format, so that it is easier to find your unique qualifications and experiences.
3. What is the standard? This sequence of sections. You can use different font, spacing, color – but keep to this sequence of information.
4. This format is ATS friendly – many that you find on the internet are not.

Specific points:

1. Name – as you will use for applications.
2. Contact info: no icons or motifs here.
3. Summary: Be clear about your qualifications. You can describe your professional interest areas as industries, functions, or roles – and then use something general like, "…and related areas" if you are open to other options. What's an industry? Here you see two examples (medical device…). What's a function? Manufacturing, assembly, test, design, marketing, accounting, … What's a role? Software developer, data scientist, process engineer…
4. Education: Relevant coursework: use this to confirm you have or will take coursework reqd in the job description, or to identify special courses taken, or reinforce your areas of concentration. If taking next semester, note as such using parentheses (Spring 202X) or similar.
5. Skills: Create categories and identify skills. If you have certifications that are relevant

to the job, show them.

Rest of the resume is designed to show your experience applying your skills.

1. Prof Experience: these are roles where you used your technical skills (paid or not). If you don't have this experience, just delete this section completely. Start bullets with action verbs. Need help with that? We have a list on our website. Show skills used. Results: show these if you have them, but don't exaggerate or make stuff up. Industry terminology – see the example here: IQ/OQ/PQ. What is this? A procedure specified by the FDA. Ensure that terminology is right for the job: here, the resume might need to be modified if the student is applying to jobs in other areas, like aerospace or any area outside of those using FDA regulation.
2. Academic projects: Give projects titles and show skills applied. Note the award – better to put the section describing the accomplishment than in a separate section.
3. Other work experience: These jobs are important on the resume, but don't go into much detail – you are not seeking a job as a [tutor, retail, …].
4. Activities: just a member? See the next sample.
5. No hobbies. What's a hobby and what is an activity?

Hobby - play the guitar

Activity - part of a group that performs musical events at community centers three times a year

Is your hobby job-related? If so, describe it as a project.

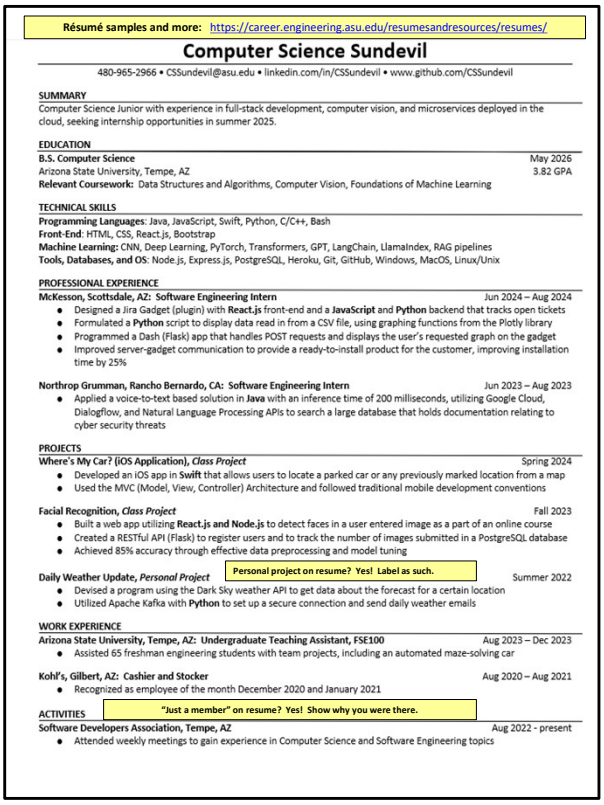
Project:

Drone Construction and Operation

Design, build and operate [some description detail] drones for hobby photography. Created a demonstration of safe and compliant drone operation for two classes of middle-school photography students.

References: those are typically provided in your application and not here on your resume.

6. Other "don't" items: no photo. No tables. No motifs, graphics.



Résumé samples and more: https://career.engineering.asu.edu/resumesandresources/resumes/

Computer Science Sundevil

480-965-2966 • CSSundevil@asu.edu • linkedin.com/in/CSSundevil • www.github.com/CSSundevil

SUMMARY

Computer Science Junior with experience in full-stack development, computer vision, and microservices deployed in the cloud, seeking internship opportunities in summer 2025.

EDUCATION

B.S. Computer Science — May 2026
Arizona State University, Tempe, AZ — 3.82 GPA
Relevant Coursework: Data Structures and Algorithms, Computer Vision, Foundations of Machine Learning

TECHNICAL SKILLS

Programming Languages: Java, JavaScript, Swift, Python, C/C++, Bash
Front-End: HTML, CSS, React.js, Bootstrap
Machine Learning: CNN, Deep Learning, PyTorch, Transformers, GPT, LangChain, LlamaIndex, RAG pipelines
Tools, Databases, and OS: Node.js, Express.js, PostgreSQL, Heroku, Git, GitHub, Windows, MacOS, Linux/Unix

PROFESSIONAL EXPERIENCE

McKesson, Scottsdale, AZ: Software Engineering Intern — Jun 2024 – Aug 2024
- Designed a Jira Gadget (plugin) with **React.js** front-end and a **JavaScript** and **Python** backend that tracks open tickets
- Formulated a **Python** script to display data read in from a CSV file, using graphing functions from the Plotly library
- Programmed a Dash (Flask) app that handles POST requests and displays the user's requested graph on the gadget
- Improved server-gadget communication to provide a ready-to-install product for the customer, improving installation time by 25%

Northrop Grumman, Rancho Bernardo, CA: Software Engineering Intern — Jun 2023 – Aug 2023
- Applied a voice-to-text based solution in **Java** with an inference time of 200 milliseconds, utilizing Google Cloud, Dialogflow, and Natural Language Processing APIs to search a large database that holds documentation relating to cyber security threats

PROJECTS

Where's My Car? (iOS Application), *Class Project* — Spring 2024
- Developed an iOS app in **Swift** that allows users to locate a parked car or any previously marked location from a map
- Used the MVC (Model, View, Controller) Architecture and followed traditional mobile development conventions

Facial Recognition, *Class Project* — Fall 2023
- Built a web app utilizing **React.js and Node.js** to detect faces in a user entered image as a part of an online course
- Created a RESTful API (Flask) to register users and to track the number of images submitted in a PostgreSQL database
- Achieved 85% accuracy through effective data preprocessing and model tuning

Daily Weather Update, *Personal Project* — Summer 2022

Personal project on resume? Yes! Label as such.

- Devised a program using the Dark Sky weather API to get data about the forecast for a certain location
- Utilized Apache Kafka with **Python** to set up a secure connection and send daily weather emails

WORK EXPERIENCE

Arizona State University, Tempe, AZ: Undergraduate Teaching Assistant, FSE100 — Aug 2023 – Dec 2023
- Assisted 65 freshman engineering students with team projects, including an automated maze-solving car

Kohl's, Gilbert, AZ: Cashier and Stocker — Aug 2020 – Aug 2021
- Recognized as employee of the month December 2020 and January 2021

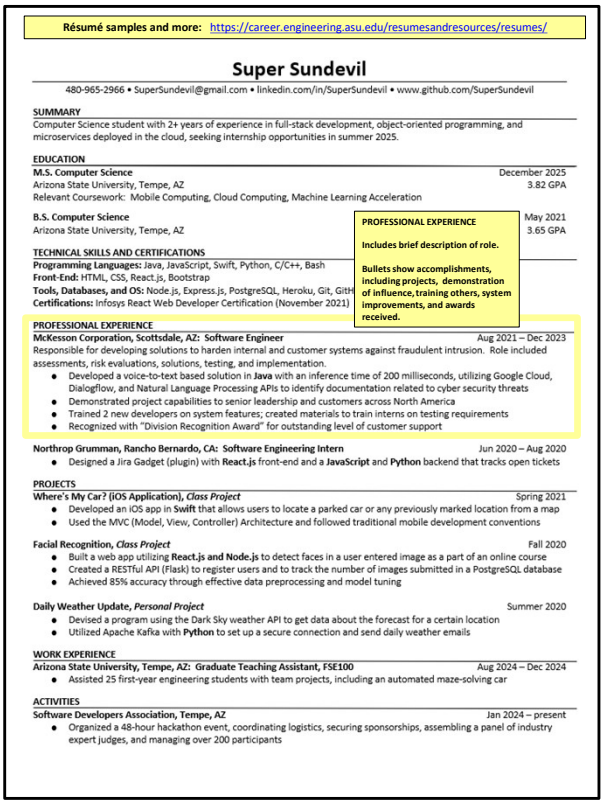
ACTIVITIES

"Just a member" on resume? Yes! Show why you were there.

Software Developers Association, Tempe, AZ — Aug 2022 - present
- Attended weekly meetings to gain experience in Computer Science and Software Engineering topics

General: this is "Software – related majors" on our website.
Same format: we made this resume to have content that was more appropriate for software – related majors.
Few differences:

1. Different format – keywords are in the text, and not at the end of the bullet
2. Projects: include personal projects – employers like these (display of your interest, initiative).
3. "Just a member" – here's how you show that.



Résumé samples and more: https://career.engineering.asu.edu/resumesandresources/resumes/

Super Sundevil

480-965-2966 • SuperSundevil@gmail.com • linkedin.com/in/SuperSundevil • www.github.com/SuperSundevil

SUMMARY

Computer Science student with 2+ years of experience in full-stack development, object-oriented programming, and microservices deployed in the cloud, seeking internship opportunities in summer 2025.

EDUCATION

M.S. Computer Science — December 2025
Arizona State University, Tempe, AZ — 3.82 GPA
Relevant Coursework: Mobile Computing, Cloud Computing, Machine Learning Acceleration

B.S. Computer Science — May 2021
Arizona State University, Tempe, AZ — 3.65 GPA

TECHNICAL SKILLS AND CERTIFICATIONS

Programming Languages: Java, JavaScript, Swift, Python, C/C++, Bash
Front-End: HTML, CSS, React.js, Bootstrap
Tools, Databases, and OS: Node.js, Express.js, PostgreSQL, Heroku, Git, GitH
Certifications: Infosys React Web Developer Certification (November 2021)

PROFESSIONAL EXPERIENCE

Includes brief description of role.

Bullets show accomplishments, including projects, demonstration of influence, training others, system improvements, and awards received.

PROFESSIONAL EXPERIENCE

McKesson Corporation, Scottsdale, AZ: Software Engineer — Aug 2021 – Dec 2023
Responsible for developing solutions to harden internal and customer systems against fraudulent intrusion. Role included assessments, risk evaluations, solutions, testing, and implementation.

- Developed a voice-to-text based solution in **Java** with an inference time of 200 milliseconds, utilizing Google Cloud, Dialogflow, and Natural Language Processing APIs to identify documentation related to cyber security threats
- Demonstrated project capabilities to senior leadership and customers across North America
- Trained 2 new developers on system features; created materials to train interns on testing requirements
- Recognized with "Division Recognition Award" for outstanding level of customer support

Northrop Grumman, Rancho Bernardo, CA: Software Engineering Intern — Jun 2020 – Aug 2020

- Designed a Jira Gadget (plugin) with **React.js** front-end and a **JavaScript** and **Python** backend that tracks open tickets

PROJECTS

Where's My Car? (iOS Application), *Class Project* — Spring 2021

- Developed an iOS app in **Swift** that allows users to locate a parked car or any previously marked location from a map
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Facial Recognition, *Class Project* — Fall 2020

- Built a web app utilizing **React.js and Node.js** to detect faces in a user entered image as a part of an online course
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- Achieved 85% accuracy through effective data preprocessing and model tuning

Daily Weather Update, *Personal Project* — Summer 2020

- Devised a program using the Dark Sky weather API to get data about the forecast for a certain location
- Utilized Apache Kafka with **Python** to set up a secure connection and send daily weather emails

WORK EXPERIENCE

Arizona State University, Tempe, AZ: Graduate Teaching Assistant, FSE100 — Aug 2024 – Dec 2024

- Assisted 25 first-year engineering students with team projects, including an automated maze-solving car

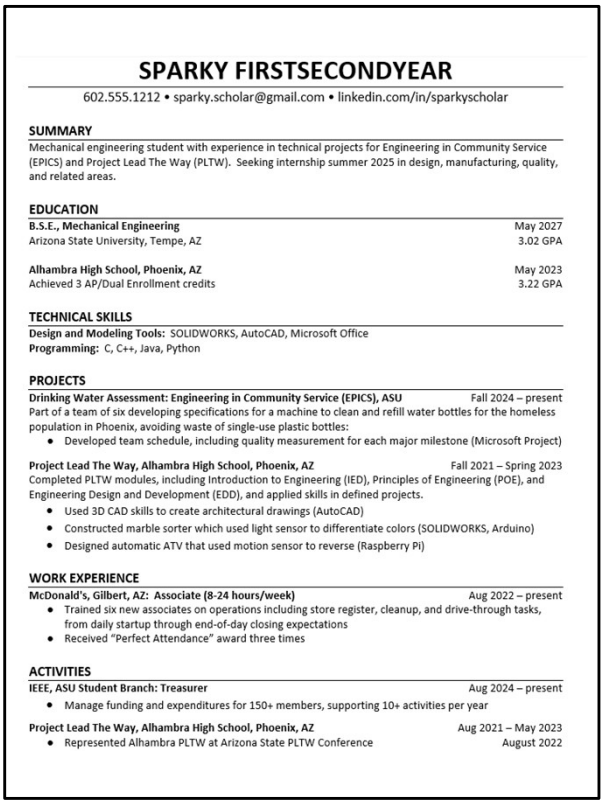
ACTIVITIES

Software Developers Association, Tempe, AZ — Jan 2024 – present

- Organized a 48-hour hackathon event, coordinating logistics, securing sponsorships, assembling a panel of industry expert judges, and managing over 200 participants

This resume is for those students with full-time work experience in the area where they are seeking a job.
In this case, the professional experience is the "star" of the resume.
Show off all of your accomplishments: you want to show that you have experience as an accomplished, results-oriented professional.

If you are not currently a student and are already an experienced professional, then the typical format is a bit different. In that case, your EDUCATION section moves toward the bottom of the resume. The resume focus is on your professional experience and any related professional activities/volunteer work.



SPARKY FIRSTSECONDYEAR

602.555.1212 • sparky.scholar@gmail.com • linkedin.com/in/sparkyscholar

SUMMARY

Mechanical engineering student with experience in technical projects for Engineering in Community Service (EPICS) and Project Lead The Way (PLTW). Seeking internship summer 2025 in design, manufacturing, quality, and related areas.

EDUCATION

B.S.E., Mechanical Engineering — May 2027
Arizona State University, Tempe, AZ — 3.02 GPA

Alhambra High School, Phoenix, AZ — May 2023
Achieved 3 AP/Dual Enrollment credits — 3.22 GPA

TECHNICAL SKILLS

Design and Modeling Tools: SOLIDWORKS, AutoCAD, Microsoft Office
Programming: C, C++, Java, Python

PROJECTS

Drinking Water Assessment: Engineering in Community Service (EPICS), ASU — Fall 2024 – present
Part of a team of six developing specifications for a machine to clean and refill water bottles for the homeless population in Phoenix, avoiding waste of single-use plastic bottles:

- Developed team schedule, including quality measurement for each major milestone (Microsoft Project)

Project Lead The Way, Alhambra High School, Phoenix, AZ — Fall 2021 – Spring 2023
Completed PLTW modules, including Introduction to Engineering (IED), Principles of Engineering (POE), and Engineering Design and Development (EDD), and applied skills in defined projects.

- Used 3D CAD skills to create architectural drawings (AutoCAD)
- Constructed marble sorter which used light sensor to differentiate colors (SOLIDWORKS, Arduino)
- Designed automatic ATV that used motion sensor to reverse (Raspberry Pi)

WORK EXPERIENCE

McDonald's, Gilbert, AZ: Associate (8-24 hours/week) — Aug 2022 – present

- Trained six new associates on operations including store register, cleanup, and drive-through tasks, from daily startup through end-of-day closing expectations
- Received "Perfect Attendance" award three times

ACTIVITIES

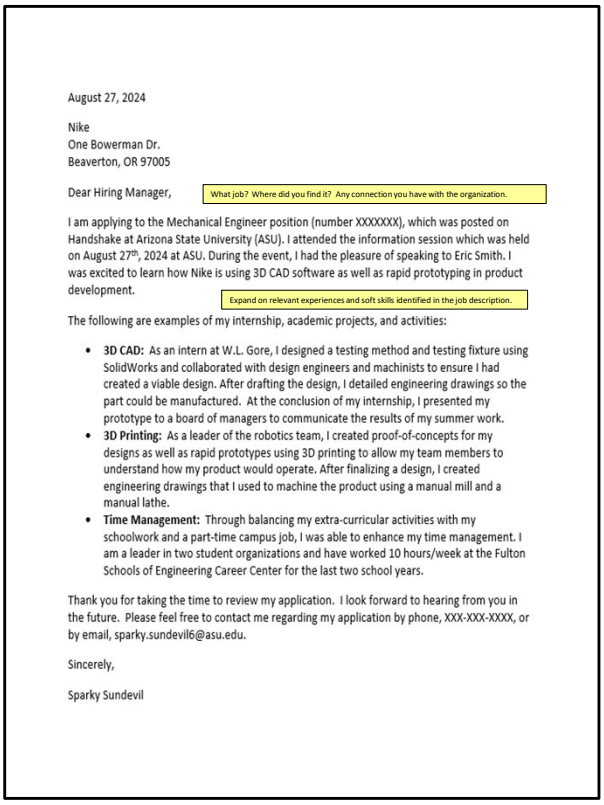
IEEE, ASU Student Branch: Treasurer — Aug 2024 – present

- Manage funding and expenditures for 150+ members, supporting 10+ activities per year

Project Lead The Way, Alhambra High School, Phoenix, AZ — Aug 2021 – May 2023

- Represented Alhambra PLTW at Arizona State PLTW Conference — August 2022

This is a special version for students with less experience at the college level.
See the formatting differences: larger font for heading and section headings, and more space between sections.
High school information is OK up through 2nd year – typically drops off then, as college experiences replace those high school ones.



August 27, 2024

Nike
One Bowerman Dr.
Beaverton, OR 97005

Dear Hiring Manager,

What job? Where did you find it? Any connection you have with the organization.

I am applying to the Mechanical Engineer position (number XXXXXXX), which was posted on Handshake at Arizona State University (ASU). I attended the information session which was held on August 27th, 2024 at ASU. During the event, I had the pleasure of speaking to Eric Smith. I was excited to learn how Nike is using 3D CAD software as well as rapid prototyping in product development.

Expand on relevant experiences and soft skills identified in the job description.

The following are examples of my internship, academic projects, and activities:

- **3D CAD:** As an intern at W.L. Gore, I designed a testing method and testing fixture using SolidWorks and collaborated with design engineers and machinists to ensure I had created a viable design. After drafting the design, I detailed engineering drawings so the part could be manufactured. At the conclusion of my internship, I presented my prototype to a board of managers to communicate the results of my summer work.
- **3D Printing:** As a leader of the robotics team, I created proof-of-concepts for my designs as well as rapid prototypes using 3D printing to allow my team members to understand how my product would operate. After finalizing a design, I created engineering drawings that I used to machine the product using a manual mill and a manual lathe.
- **Time Management:** Through balancing my extra-curricular activities with my schoolwork and a part-time campus job, I was able to enhance my time management. I am a leader in two student organizations and have worked 10 hours/week at the Fulton Schools of Engineering Career Center for the last two school years.

Thank you for taking the time to review my application. I look forward to hearing from you in the future. Please feel free to contact me regarding my application by phone, XXX-XXX-XXXX, or by email, sparky.sundevil6@asu.edu.

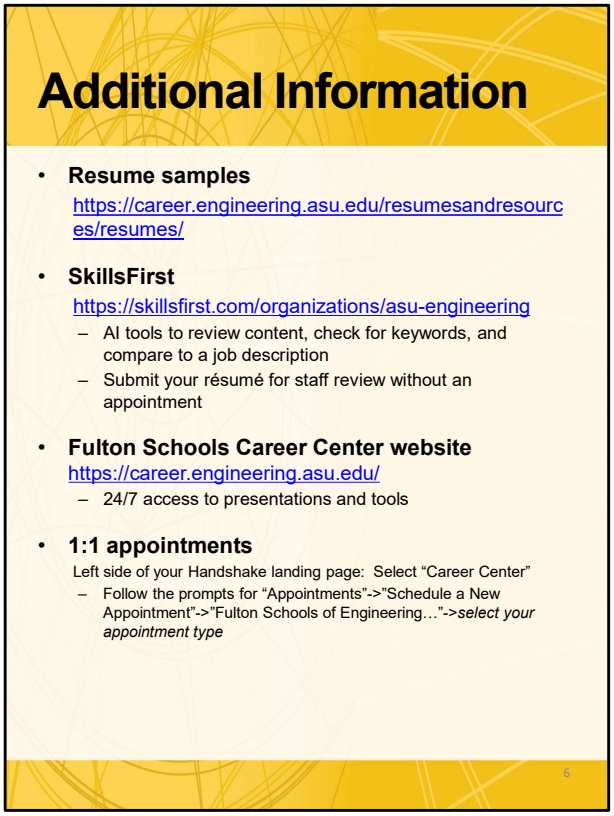
Sincerely,

Sparky Sundevil

The goal of the cover letter is to add more information, not to repeat information.

1. Identify the job and where you found it, along with any contact you have had with the company.
2. Add more information on relevant projects and/or include “soft skill” experiences.

Do not send the letter addressed to Nike over to Texas Instruments….?! Happens all the time.



Additional Information:

Online tools that we have:

Resume samples, video, and presentation materials: see our website

List of action verbs for your resume: same location (our website)

SkillsFirst –

AI tools are available. Note, these do NOT check formatting.

You can submit your resume offline for review by the Career Center staff (including graduate peer coaches), whether or not you have used the AI tools. Expect 1-7 days to get the results of that review – response times vary by time of year.