

# **HI**REJWU

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**COLLEGE OF ENGINEERING & DESIGN**

**MAJORS:**

**Computer Engineering (B.S.)**  
**Computer Science (B.S.)**  
**Cyber Threat Intelligence & Defense**  
**Digital Marketing & Social Media (B.S.)**  
**Electronics Engineering (B.S.)**  
**Graphic Design (B.S.)**  
**Product Design (B.S.)**  
**Robotics Engineering (B.S.)**



**Experiential Education  
& Career Services**  
The Yena Center | 401-598-1070

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# HIREJWU

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## COLLEGE OF ENGINEERING AND DESIGN

### Resume Examples

Brought to by: **Experiential Education & Career Services**

The following samples are examples of real JWU student resumes that will familiarize you with the many different resume formats and styles.

Our goal is to get you started and provide ideas on how to strengthen your resume. While we know the best ideas are usually imitated, it is important that you make **your resume your own**. The key to getting an interview is to target your resume when applying for a job or internship. You must get the employer's attention within **6 – 7** seconds by outlining what YOU can DO for THEM.

Review the section on Applicant Tracking System (ATS) found in the Undergraduate Resume Guidebook at: [link.jwu.edu>jobs & internships>build your resume](http://link.jwu.edu>jobs & internships>build your resume), to ensure your resume follows ATS rules for posting your resume to online job sites.

No matter what your major, be sure to scan through all of the resume examples, as you are sure to find ideas in each of them to use in your own, unique resume.

**Note:** These resumes are samples. If your major is not represented in the samples, please work with an EE&CS Advisor to assist you.

### RESUME TIPS:

#### Most Common Resume mistakes:

1. **Misspelling JWU:**
  - Johnson and Whales University = Johnson & Wales University
2. **Incorrectly stating your degree:**
  - a. Bachelors in = Bachelor of Science;
  - b. Associates of = Associate in Science;
3. **Using “ I “ in your job bullet statements: Start with action verb and be sure your action verb agrees with job status – present tense for current job, past tense for past job**
  - a. I created report = Created report for...
  - b. I schedule events = Schedule events to...
4. **Listing jobs in the incorrect order:**
  - a. Most recent Jobs are listed first
5. **Resume must fit on one page**
6. **Font sizes:**
  - a. **Your Name: font size: 18 – 26**
  - b. **Resume content: font size: 11 – 12**



## Your Name

City, ST ▪ (555)555-5555 ▪ [www.linkedin.com/fname/yourname](http://www.linkedin.com/fname/yourname) ▪ [youremailaddress@xxx.com](mailto:youremailaddress@xxx.com)

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### **EDUCATION:**

Johnson & Wales University

**Bachelor of Science; Computer Engineering**

City, ST  
Candidate, mm/yyyy

### **SUMMARY OF SKILLS:**

- Platforms – SUN/SPARC Workstations, IBM, PC, Macintosh
- Operating Systems – SunOS (Solaris) UNIX, MS-DOS, Windows 98-X
- Programming Languages – C, C++, Pascal, HTML, Intel 8086, MIPS
- Databases – ORACLE 8.0, Microsoft Access
- Tools – FLASH, PHP, CSS

### **RELEVANT PROJECT EXPERIENCE:**

- Led a team of 8 on a web design project for a local non-profit organization that added internet commerce and interactive Flash-based graphics
- Created a comprehensive website for a local restaurant which included menu, hours of operation, and Customer testimonials to promote business
- Coordinated a large Access database project to organize property listings for a mid-sized real estate company
- Performed cost analysis for a fictional network enhancement project for a local large scale retail establishment
- Provided 3 months of search engine optimization consultant services to a small business owner, identifying and evaluating ways to increase sales through effective use of the internet

### **EMPLOYMENT HISTORY:**

**Johnson & Wales University**

Tutor

City, ST  
mm/yyyy – Present

- Tutored 10 JWU students in completing web-related course projects
- Managed student appointments, ensuring appointments are held to strict time schedule

**Shaw's Supermarket**

Stock Associate

Warwick, RI  
mm/yyyy – Present

- Provide exceptional customer service to shoppers by answering questions, finding merchandise, and maintaining a clean and organized environment
- Operate computerized cash register using POS system, managing large sums of money

### **CERTIFICATIONS & ASSOCIATIONS:**

- Microsoft Corporation FrontPage Certification
- National Technology Association HTML Certification
- JWU School of Technology Industry Career Explorers: President mm/yyyy – Present

### **PUBLISHED WEBSITES:**

- [www.EatAtFranks.com](http://www.EatAtFranks.com) mm/yyyy
- [www.DekesDesign.com](http://www.DekesDesign.com) mm/yyyy

## Your Name

City, ST ▪ (555)555-5555 ▪ www.linkedin.com/fnameIname ▪ youremailaddress@xxx.com

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### EDUCATION

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Johnson & Wales University City, ST  
Bachelor of Science, **Computer Science** Candidate, mm/yyyy  
**Relevant Coursework:** Information Security, Data Structures, Distributed Systems & Advances TCP/IP,  
Project Management & Operating System

### ACADEMIC PROJECTS

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**Designed** and **Programmed** a Tic Tac Toe Client Server Program using TCP/IP to play over a network  
**Performed** a fictional risk assessment of corporate security for an information security project in the Network Engineering class

### SUMMARY OF SKILLS

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- Platforms – Workstations, PC, Macintosh
- Operating Systems – SunOS (Solaris) UNIX, MS-DOS, Linux, Windows 98-Vista
- Programming Languages – C, PERL, JAVA, VB.net
- Databases – MS Access
- Tools – Backtrack
- Software – AutoCAD, Wireshark, IT Guru, Netstumbler, Apache, Samba, Webmin, VMware
- Protocols – BGP, TCP/IP, RIP, GGP, RIP2, OSPF, ICMP, DHCP, Ethernet, FTP, DNS, SNMP, Kerberos, Diffie-Hellman, Electronic codebook, Cipher- block chaining, Output feedback chaining, AES and SSL

### EXPERIENCE

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Tier 1 Analyst Help Desk mm/yyyy – Present  
Johnson & Wales University City, ST

- Assist clients with escalated technical issues otherwise not solvable, up to 40 per shift
- Run cables to the classrooms, integrating Cisco routers and switches
- Train team members to troubleshoot on various software, including Microsoft 365
- Assist in building and configuring 50 working computers from over 100 donated computers, parts

Technology Sales Associate mm/yyyy – mm/yyyy  
OfficeMax Boston, MA

- Assisted 30+ customers daily in choosing state of the art technology to best fit their needs for home/office
- Software and hardware knowledge utilized by other staff members to assist customers with high level needs
- Accurately managed cash drawer of up to \$3000 per shift

Volunteer Technology Ambassador mm/yyyy – mm/yyyy  
Infosec World Braintree, MA

- Advised a small business owner in identifying ways to increase profits by improving network performance for online gaming; numerous ideas have since been implemented
- Led a team of 5 volunteers; building and configuring 2 Ubuntu Linux servers

### INVOLVEMENT/ACTIVITIES

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- JWU School of Engineering & Design Industry Career Explorers, Member mm/yyyy – Present
- Boy Scouts of America, Member mm/yyyy – mm/yyyy
- Elected to attend MIS training at Infosec World yyyy

## Your Name

City, ST ▪ (555)555-5555 ▪ [www.linkedin.com/fnamelname](http://www.linkedin.com/fnamelname) ▪ youremailaddress@xxx.com

### SUMMARY OF SKILLS

- Platforms: PC
- Operation Systems: Linux, Windows 10, Windows 11
- Programming Languages: C, C++, Python, Assembly
- Seal of Biliteracy, Spanish

### EDUCATION

Johnson & Wales University

Bachelor of Science, Cyber Threat Intelligence and Defense

GPA: 3.6, Dean's List

City, ST

Candidate, mm/yyyy

### RELEVANT PROJECTS

- Designed and programmed a Password Program, and wrote the correlating policy
- Performed a fictional insider threat risk assessment of corporate security
- Built a functioning Windows Server through VirtualBox and joined it to a Domain

### JWU INVOLVEMENT

- Women in Cyber Security Student Leader mm/yyyy – Present
- National Cyber Security Association, Treasurer mm/yyyy – Present

### WORK EXPERIENCE

Johnson & Wales University

Dining Student Assistant

City, ST

mm/yyyy – mm/yyyy

- Cleaned dining areas and counters according to health and safety standards
- Functioned the POS computerized register with cash, credit and dining plan payments
- Followed HACCP procedures for safe food preparation and presentation
- Consistently rotated stock to ensure fresh products; reduced waste and spoilage
- Resolved student issues in a friendly and fair manner while following JWU policies

### OTHER EXPERIENCE

- Published poet in The Rail, Third Iris Zine, and Prolific Press mm/yyyy
- Attended Women in Cyber Security Conference 2022 mm/yyyy

## Your Name

City, ST ▪ (555)555-5555 ▪ [www.linkedin.com/fname/name](http://www.linkedin.com/fname/name) ▪ [youremailaddress@xxx.com](mailto:youremailaddress@xxx.com)

### Summary of Skills:

- Operating Systems–Windows, Linux, MacOSX, DOS
- Programming Languages–C, C++, Python, HTML, LUA, Assembly x86
- Databases–mySQL
- Tools–Cisco Packet Tracer, GNS3 Adobe CC, VMWare/Virtualbox, Microsoft Office
- Visio, Windows Server
- Certifications–National Cyber Security Association (NSCA)

### Education:

Johnson & Wales University

City, ST

**Bachelor of Science; Cyber Threat Intelligence & Defense**

Candidate, mm/yyyy

### Relevant Project Experience:

- Built a virtual assistant over Discord that can handle and respond to commands and keywords to assist users having a satisfying experience
- Volunteered over 200+ hours of community service dedicated to repairing electronics (both hardware and software) within local community
- Built password management program that explains to the user how strong a password is, import from .txt files, password generator, and encryption all within a GUI interface
- Created a 12-subnet network configured with security to communicate locally
- National Cyber Security Association (NSCA) member, creating projects that are funded and helping student learn the essentials of cybersecurity
- Currently developing a key logger program that stores information and inputs from one computer to another
- Currently studying for Security+ certificate

### Employment History

**Stop & Shop Supermarket**

City, ST

Associate

mm/yyyy – Present

- Worked 2 years in the front-end providing customer service, helping out customers and associates, operating cash register, retrieving carriages, and maintaining a clean and safe work environment
- Currently work in the bakery department, preparing and providing baked goods and desserts, providing customer service, and helping to maintain an organized and safe workspace

## Your Name

555-555-5555 | City, ST | [youremailaddress@xxx.com](mailto:youremailaddress@xxx.com) | [linkedin.com/in/yfnameiname](https://www.linkedin.com/in/yfnameiname)

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### EDUCATION

Johnson & Wales University City, ST  
Bachelor of Science, **Electronics Engineering** Candidate, mm/yyyy  
**Completed Coursework:** *Advanced Microprocessors, Computer Architecture, Hardware Organization & Design, VLSI Design & Layout, Electronic Communications, Solid State I & II, Logic Design, Computer Vision*

### SUMMARY OF SKILLS

- Platforms: PC
- Operation Systems: Linux, Windows 98, Windows 8
- Programming Languages: C, VHDL, Assembly, Java
- Software: Solidworks, MultiSim, UtiliBoard, Quartus II, Eclipse

### RELEVANT SKILLS

#### ENGINEERING

- Used FPGA devices to code an alarm clock, traffic light controller, temperature sensor and music players
- Designed and created multiple amplification circuits for different auditory applications
- Use of many different micro controllers to design and complete different embedded system applications
- Utilized Linus based applications to create different transistor based circuits
- Conducted repairs to different devices not functioning properly

#### LEADERSHIP

- Ability to effectively lead groups up to 15 to complete required tasks
- Motivates others to be excited about project at hand that needs completing
- Maintained staff and group members focused and dedicated to the completion of project at hand

#### COMMUNICATION

- Positive attitude, easy connection to others to identify needs and solve problems
- Exceptional listener and communicator who conveys information verbally and in writing
- Confident, articulate and professional speaking abilities
- Skilled at evaluating options and generating solutions when presented with a problem

### WORK EXPERIENCE:

#### Johnson & Wales University

Head Resident Assistant City, ST  
mm/yyyy – Present

- Managed staff of 10 RA's; coordinated with them for cohesive year in residence hall

Resident Assistant mm/yyyy – mm/yyyy

- Provided paraprofessional advising to undergraduate students in assigned residence hall

#### Bay State Farm

Warehouse & Grounds Keeper (Seasonal) City, ST  
mm/yyyy – mm/yyyy

- Responsible for maintaining a clean warehouse and up-to-date inventory control

## Your Name

City, ST ▪ (555)555-5555 ▪ www.linkedin.com/fname/yourname ▪ youremailaddress@xxx.com

### TECHNICAL SKILLS

**Programming Languages** – Java, XHTML, CSS, Action Script 2.0

**Operating Systems** - OS X Leopard, OS X Tiger, Windows XP, 2000, 98

**Software Programs**- Adobe Photoshop CS 3, Adobe Illustrator CS2, Adobe InDesign CS 3, Dreamweaver CS3, Microsoft Office 2003, OpenOffice, iPhoto 7, Rhino 3.0, Microsoft Access, Windows Movie Maker, and JCreator LE

### RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

#### Graphic Design Skills:

- Constructed logos for local school clubs including Anime Club and School of Technology Industry Career Explorers (S.O.F.T.I.C.E.)
- Created interactive Flash media using Action Script 2.0
- Developed print work in Photoshop and made effective visual designs in Illustrator for multiple Johnson & Wales University professors

#### Customer Service Skills:

- Created quality, enhanced digital photos for unpaid commission job using Photo Impressions
- Created an effective website for children to view their photos
- Assisted middle school students on how to take pictures and maintain them on a website
- Experienced in working with general public through major retail outlet employment

#### Organizational Skills:

- Earned 3.8 GPA, balancing full-time college course load with part-time job
- Worked with a variety of catalog layouts in freshman graphics course in high school
- Experienced in retail stocking, display and product placement for Kohl's and Target

### WORK HISTORY

Target Cooperation, Taunton, MA: Sales Associate

mm/yyyy – Present

Kohl's Cooperation, Taunton, MA: Store Associate

mm/yyyy – mm/yyyy

### EDUCATION

Johnson & Wales University  
Bachelor of Science, Graphic Design

City, ST  
Candidate, mm/yyyy

### HONORS / ASSOCIATIONS / VOLUNTEER EXPERIENCE

- JWU, Dean's List mm/yyyy – Present
- 1<sup>st</sup> Place Award: National Student Organization local Desktop Publishing Competition mm/yyyy
- JWU School of Technology Industry Career Explorers; SOFT ICE Club: **Webmaster** mm/yyyy – Present
- National Student Organizations (NSO) Nationals: Competitor mm/yyyy
- JWU, School of Engineering & Design, Student Technology Conference; **Exhibitor** mm/yyyy



# Graphic Design (B.S.)

# Media Communications (B.A.)



## GRAPHIC DESIGN & MEDIA COMMUNICATIONS

### CONTACT

City, ST  
(555)555-5555  
www.linkedin.com/fname  
youremailaddress@xxx.com

### DESIGN SKILLS

Illustration  
Branding  
Logo Design  
HTML/CSS  
Layout Design  
WordPress

### SOFTWARE SKILLS

Photoshop  
Illustrator  
InDesign  
Adobe XO  
Sublime Text  
Microsoft Office Suite  
Google DOCS

### PROFESSIONAL SKILLS

Problem Solver  
Interpersonal Skills  
Creative Process  
Collaborative  
Time Management  
Communication

### EDUCATION

**Johnson & Wales University** City, ST  
Double Major  
Bachelor of Science; Graphic Design Candidate, mm/yyyy  
Bachelor of Arts; Media Communication Candidate, mm/yyyy

**Community College of Rhode Island** City, ST  
Associate in Arts; General Studies Degree, mm/yyyy

### EXPERIENCE

**STUDENT COMMUNICATIONS ASSISTANT** mm/yyyy - Present  
Johnson & Wales University City, ST

- Utilize informational databases to moderate social media accounts
- Correspond with University Alumni
- Create promotional graphics & other materials for Alumni events
- Moderate Alumni event calendars and registrations

**FREELANCE DESIGN** mm/yyyy - Present  
Various local organizations City, ST

- Function swiftly to meet deadlines
- Complete a variety of promotional marketing materials including
  - Flyers
  - Brand logos
  - Social media headers and Informational website posts

**PEER TUTOR** mm/yyyy - mm/yyyy  
University of Massachusetts Amherst, MA

- Assisted students in the creation and completion of lab projects
- Helped students to complete their homework
- Performed one-on-one assistance as needed

## Your Name

City, ST ▪ (555)555-5555 ▪ www.linkedin.com/fname/yourname ▪ youremailaddress@xxx.com

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### EDUCATION

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Johnson & Wales University

City, ST

**Bachelor of Science; Integrated Product Design**

**Candidate**, mm/yyyy

**GPA: 3.82/4.00**

### SUMMARY OF SKILLS

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- Ability to read Architectural, Structural, Erection and Detailed Blueprints
- Experience in 2D & 3D AutoCAD 2007 – 2010, SolidWorks & Inventor; Tekla Structural Steel Certified; Basic understanding of Solid Edge & Revit Architectural
- Detailed oriented with the ability to manage and complete projects in a timely & organized fashion
- Learns quickly through hands on experience, enjoys learning new programs, techniques, and standards
- Practices professionalism when dealing with clients through excellent customer service and communication skills

### RELATED WORK EXPERIENCE

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**Fabrication, Inc.**

City, ST

**Laborer**

mm/yyyy – Present

- Work on site, in shop and in office on projects developing drawings and assisting with installations of railings, stairs and erecting buildings
- Communicate with fabricators and designers to create final product
- Fabricate railings; cut and laid out materials for fabrication
- Read 2 to 4 blueprints daily in order to assist in the erection and fabrication of products

**ICON International**

North Kingston, RI

**Design Assistant**

mm/yyyy – mm/yyyy

- Produced mechanical drawings from parts that are clear and easy to understand while implanting all detail views, sectional views and exploded views
- Reconstructed existing parts or assemblies to be used in conjunction with new designs
- Developed kit drawings and instruction drawings that clearly explain the components of an assembly and all installation instructions
- Updated and organized all BOM databases needed to ensure correct revisions and part numbers

### OTHER WORK HISTORY

Johnson & Wales University, **Peer Tutor**

mm/yyyy

Solstice Sunglass Boutique, **Assistant Manager**

mm/yyyy

### COMMUNITY SERVICE:

Audi Best Buddies Challenge, Volunteer

mm/yyyy

## Your Name

555-555-5555 | City, ST | youremailaddress@xxx.com | linkedin.com/in/fnameiname

### PROGRAMMING LANGUAGES & SOFTWARE

- C, C++, Java, Python
- SolidWork, MATLAB, Arduino, HTML, CSS, Multisim, Quartus II

### RELATED SKILLS

- Circuit and PLC design and analysis ~ Microcontroller-based systems ~ Sensors, feedback loops, control systems ~ Pathfinding and path-planning algorithms ~ OpenCV ~ Took courses in computer vision and AI ~ Know what ROS is, excited to learn more ~
- Knowledge of mechanical design principles, strength of materials, statics, dynamics, and fluid mechanics ~ Ability to read technical documents and blueprints ~ LEAN Robotics, Just-In-Time

### LANGUAGES & OTHER SKILLS

- English, Intermediate Spanish, Basic Japanese ~ Excellent written and verbal communication skills ~ Completes tasks in a timely manner ~ Detail oriented, quick learner ~ Professional

### EDUCATION

**Johnson & Wales University**

*Bachelor of Science; Robotics Engineering*

**Cumulative GPA: 4.0/4.0 Dean's List**

City, ST

Candidate, mm/yyyy

### RELEVANT EXPERIENCE AND PROJECTS

#### VEX Robotics Competitions

mm/yyyy – Current

- Five years of experience designing, building, and programming robots for VEX Robotics competitions
- Lead programmer of Johnson & Wales University's VEX U robotics team
- Placed 30th in the world
- Captain of JWU's 20+ member team

#### Robotic Arm Simulation

mm/yyyy

- Created a MATLAB script
- Simulates and graphically displays the forward and inverse kinematics of a robotic arm and its work envelope

#### Obstacle Avoidance Robot

mm/yyyy – mm/yyyy

- Designed, fabricated, 3D printed, and programmed an Arduino platform-based robot
- Programmed to avoid any obstacles in its path

### WORK EXPERIENCE

**Johnson & Wales University**, New Student Orientation Leader, City, ST

mm/yyyy – Current

**P.F. Chang's China Bistro**, *Busser & Server*, City, ST

mm/yyyy – mm/yyyy

### HONORS, CERTIFICATIONS, AND MEMBERSHIPS

JWU Dean's List; Summa cum laude

mm/yyyy – Current

Connecticut Boys State: Elected senator

mm/yyyy – mm/yyyy

Connecticut Youth Forum: Regional representative

mm/yyyy – mm/yyyy

Sons of the American Legion: Member

mm/yyyy – mm/yyyy

QPR Gatekeeper Certification

mm/yyyy