



The purpose of a resume is to introduce your qualifications and skills to employers. The **goal of a resume is to get an interview** so that you can further share your qualifications. Employers typically spend less than 30 seconds reviewing your resume so it is crucial that it is well organized, concise, and tailored to the role you are applying for.

We recommend developing a master draft of your resume which includes your education and all relevant projects, experiences, and skills. You can then make a copy each time you apply to a position and customize your resume for that specific position.

QUESTIONS YOUR RESUME SHOULD ANSWER:

Consider your audience. Who's reading your resume, what are they looking for, and what questions about you do they want answered?

- Do you have the technical skills for the job?
- Do you have relevant project or work experience?
- Can you use your knowledge to solve open-ended problems?
- Can you work independently without hand-holding?
- Do you have a genuine interest in engineering/computer science and using your skills to solve problems?

FUNDAMENTALS OF GOOD RESUMES:

- List all advanced technical skills - See technical skills handout
- Order items by impact and relevance. Consider if Projects or Experience section is more impressive. List most relevant skills first.
- Focus on advanced skills; employers expect you can use Word and Excel, so no need to list (Caveat: can include if mentioned in job description).
- Create a portfolio, GitHub or Linked-In profile to compliment resume and list it in contact information.
- Describe your experiences in detail using concise wording - See Building Resume Bullet Points Section
- Convey results and accomplishments. This is extremely important!
- Start bullets with strong, specific action verbs - See Action Words section

GETTING STARTED:

- Start with a blank Google or Word Document. .5-1" margins all around.
- 10-12 point font, except for you name in the header.
- 1 page in length, unless you are a graduate student or have a lot of relevant work experience to include. Keep in mind the 2nd page will not get much eyesight so be strategic about what is placed on the first page. Single spacing.
- No first person language.
- Right hand align your dates, using month and year format (05/2025).
- Use industry standard sections: summary, skills, education, work experience, project work experience, awards, volunteer, leadership, etc.

RESUME SECTION 1: CONTACT INFORMATION

- Top of the page and centered.
- Name will be larger font (16-24 point font) and often bolded.
- You only need to include location if you want to show that you are local to the job/internship location.
- Full address: this is option, however, it might be helpful for defense and government.
- Do not use the "header" feature on Google or Word docs - put all of the information in the body of the document.

Example:

First Last

City, State | Email | Phone Number | LinkedIn | GitHub

RESUME SECTION 2: SUMMARY

Summary Statement: This is a statement of what you offer, not what you want, it is written in a marketing style, getting right to the point. It consists of three parts, which serves as serve as your introduction to the company - very similar to an elevator pitch.

When writing your summary statement you will want to 1) describe who you are from a facts point of view 2) highlight your best technical and soft skills that are relevant to the position 3) highlight an interests area from the job description 4) for government or DOD employers you can add that you are eligible or have security clearance.

Example:

Summary: Graduating senior in computer science, with a background in game design, software development, C, and team leadership. Interested in customized software development and applications of game theory to virtual training.

RESUME SECTION 3: EDUCATION

- Always write out full names of the degree.
- Not all degrees are ABET accredited, only add if your degree is.
- If your GPA is below 3.0 consider leaving off.
- Some employers require a list of courses. The relevant coursework section is not recommended unless required! Common courses that might be requested would be math, physics, science, and all technical courses, but make sure you are listing what is required by the employer.
- If you are not required to have the relevant courses section skip it.

Examples:

University of Colorado Colorado Springs

05/2024

Bachelor of Science in Electrical Engineering, ABET Accreditation

Minors in Aerospace Engineering and Spanish

GPA 3.55/4.00

Awards: Optional

Relevant Coursework: Calculus, Differential Equations, Semiconductor Devices, Electronics II, Intro to Microcomputer Systems

University of Colorado Colorado Springs

05/2026

Master of Engineering in Space Operations

Focus Area: If applicable if degree has focus area

Thesis: Name, Authors, Date Published or "Pending Publication"

Short Description: If needed

RESUME SECTION 4: SKILLS

This section is always customized to the specific opportunity! See the Technical Skills Handout for help with this section. Create a visual snapshot of your best skills separated into meaningful categories.

Example:

Technical Skills:

Languages: Java, C, C++, Python, XML, Perl, Visual Basic

Operating Systems: Linux, Unix, Windows

Website: JavaScript, HTML, CSS, eCommerce

Collaboration: Team Lead, Trello, Slack, Zoom, WebEx, MS Teams, GitHub, Agile Development, Scrum Lead

RESUME SECTION 5: PROJECT WORK EXPERIENCE

- How do I figure out what projects I have? Think about projects you have worked on individually or as a team, relevant homework assignments, capstone or senior design projects, relevant club experiences, or internship work.
- Only use the number of bullets that fit the project. If it is a simple project that focuses on a specific skill and only has one meaningful bullet points - that's fine.
- Try not to use more than 4 bullet points for a project. If you must have more in order to include another aspect of the project or a different role you took on, use headers to visually split up the bullets.
- Including an overview statement can be helpful so you don't need to use your bullet points to describe your project.

Example:

App Power Probe, University of Colorado Colorado Springs **09/2023 - 12/2023**

Overview Statement: In a team of three, analyzed cell phone power usage during various app use scenarios to determine battery life and power consumption.

- Utilized advanced tools and methodologies to measure and evaluate battery drain rates under various application usage conditions.
- Generated detailed reports outlining battery life expectancy and power consumption patterns for popular mobile applications.
- Presented findings and recommendations to stakeholders, contributing to informed decision-making in optimizing mobile device performance and battery longevity.

RESUME SECTION 6: WORK EXPERIENCE OR ADDITIONAL EXPERIENCE

- This section will be work experience that isn't related to your future career. For example an on campus job in the library.
- This section can also be used for volunteer or leadership experience.
- Concentrate on highlighting your transferrable skills from these roles such as communication, leadership, teamwork, critical thinking, etc.

Example:

Writing Tutor, University of Colorado Colorado Springs

09/2021 - 05/2024

- Provided tailored writing support to university students, aiding in essay development, organization, and grammar refinement.
- Adapted tutoring approaches to meet the needs of diverse student populations effectively.

BUILDING BULLET POINTS

Your resume bullet points are more than a list of tasks and responsibilities. They are your opportunity to showcase your accomplishments, impacts, and skills. Building your bullet points can be easier by following a framework.

Bullet Point Checklist:

- ☐ Start with a strong action verb - see action words for engineering handout
- ☐ Be specific and concise
- ☐ Quantify your impact using numbers and metrics (when possible)
- ☐ 1-2 lines long per bullet point
- ☐ Create results-oriented bullets whenever possible - see framework below

Action Verb (did X)	+	Using... (tech, software, etc)	+	Because Y (why did you do this?)	+	Resulting in Z (give outcome, achievement)
Optimized		an app		to load large files quickly		and reduce load times by 5%
Conducted		EMC testing using spectrum analyzers		to ensure regulatory compliance		resulting in 10% decrease in electromagnetic interference
Implemented		machine learning model using TensorFlow		to improve predictive analysis		resulting in 15% improved accuracy
Designed		an efficient HVAC system using CAD software		to improve thermal management		resulting in 30% increase in energy efficiency
Automated		security patch management using SCCM and Ansible		to keep systems up- to-date		resulting in 20% decrease in security breaches

RESUME EXAMPLE

John Smith

Colorado Springs, CO | jsmith@uccs.edu | 719-876-6654 | LinkedIn | GitHub

SUMMARY: Graduating senior in computer science, with a background in game design, software development, C, and team leadership. Interested in customized software development and applications of game theory to virtual training.

EDUCATION:

University of Colorado Colorado Springs

05/2025

Bachelor of Science in Computer Science, ABET Accreditation

Minor in Game Design and Development

GPA: 3.79/4.00

SKILLS:

Languages: Java, C, C++. Python, XML, Perl, Visual Basic

Operating Systems: Linux, Unix, Windows

Databases: Oracle, MS Access, SQL, MySQL

Game Development: Game Theory, Unreal Engine, Unity, Autodesk Maya, Github

PROJECT WORK EXPERIENCE:

Fantasy Quest, University of Colorado Colorado Springs

01/2025 - 05/2025

Overview: Developed a fully functional 3D adventure game called "Fantasy Quest" as part of a final year capstone project.

The game involves players navigating through various levels, solving puzzles, and defeating enemies to complete quests.

- Developed character models and environments using Blender to create visually appealing graphics, resulting in a visually engaging game world.
- Optimized game performance using Unity Profiler and performance optimization techniques to ensure smooth gameplay on various devices, resulting in a 20% increase in frame rate.
- Integrated sound effects and background music using FMOD to enhance the auditory experience, resulting in an immersive game atmosphere.

Enhanced Search Feature for Google Maps, Google Internship

09/2024 - 12/2024

Overview: In a team of 3, developed an enhanced search feature for Google Maps to improve the accuracy and relevance of search results, leveraging machine learning and natural language processing (NLP) techniques.

- Designed a machine learning model using TensorFlow and Python to analyze user search patterns and improve result relevance, resulting in a 15% increase in user satisfaction.
- Implemented user feedback mechanisms using frontend technologies (JavaScript, HTML, CSS) to gather real-time feedback from users, resulting in continuous improvement of the feature.
- Collaborated with a cross-functional team of engineers and product managers to define project requirements and goals, resulting in a clear project roadmap.

ADDITIONAL EXPERIENCE

Physics Tutor, University of Colorado Colorado Springs

09/2022 - Present

- Utilized various teaching aids and technologies, such as simulations and interactive problem-solving software, to enhance the learning experience.
- Organized and led group study sessions and physics workshops to foster peer learning and collaboration.
- Delivered engaging and comprehensive physics tutoring sessions.

ACTION VERBS

Accomplishment: Achieved, Acknowledged, Awarded, Attained, Designed, Earned, Elected to, Established, Executed, Expanded, Generated, Handled, Honored, Implemented, Improved, Optimized, Pioneered, Reduced (losses), Recognized, Resolved, Restored, Transformed, Won

Administrative Skills: Administered, Coordinated, Designed, Established, Evaluated, Interpreted, Interviewed, Managed, Mediated, Negotiated, Organized, Oversaw, Prepared, Planned, Purchased, Supervised

Communication Skills: Addressed, Advertised, Arbitrated, Arranged, Articulated, Attended, Authored, Collaborated, Committed, Convinced, Corresponded, Demonstrated, Described, Developed, Directed, Discussed, Diverted, Drafted, Drew, Edited, Elicited, Empathized, Enlisted, Entertained, Expressed, Facilitated, Formulated, Handled, Harmonized, Influenced, Informed, Inquired, Interacted, Interpreted, Interviewed, Invited, Justified, Lectured, Listened, Manipulated, Marketed, Mediated, Moderated, Motivated, Negotiated, Networked, Perceived, Persuaded, Presented, Promoted, Proposed, Publicized, Rated, Recommended, Reconciled, Recruited, Reported, Represented, Settled, Showed, Signaled, Solicited, Specified, Spoke, Telephoned, Testified, Translated, Wrote

Counseling/Helping Skills: Accompanied, Adopted, Advocated, Affected, Aided, Assessed, Assisted, Assumed, Clarified, Coached, Collaborated, Combined, Counseled, Demonstrated, Devoted, Diagnosed, Educated, Enlarged, Ensured, Executed, Expanded, Expedited, Facilitated, Familiarized, Fortified, Guided, Increased, Involved, Maintained, Modified, Motivated, Offered, Participated, Protected, Provided, Reduced, Referred, Rehabilitated, Reinforced, Represented, Retained, Reviewed, Revised, Sampled, Served, Shared, Suggested, Supplied

Creative Skills: Acted, Anticipated, Appeared, Conceptualized, Created, Customized, Decorated, Designed, Developed, Directed, Displayed, Drew, Edited, Entertained, Established, Fashioned, Filmed, Founded, Illustrated, Initiated, Innovated, Instituted, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized

Financial Skills: Administered, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Bargained, Bought, Budgeted, Calculated, Computed, Developed, Exchanged, Forecasted, Insured, Managed, Marketed, Planned, Prepared, Procured, Purchased, Researched, Sold

Function/Task: Approved, Arranged, Catalogued, Charted, Classified, Collected, Compiled, Delivered, Dispatched, Distributed, Drafted, Edited, Executed, Filed, Generated, Hosted, Implemented, Inspected, Memorized, Monitored, Operated, Organized, Outlined, Prepared, Processed, Purchased, Recorded, Registered, Relayed, Reorganized, Reproduced, Retrieved, Scanned, Screened, Separated, Simplified, Specified, Systematized, Tabulated, Transferred, Updated

ACTION VERBS

Management Skills: Administered, Allotted, Analyzed, Assigned, Attained, Broadened, Called for, Chaired, Changed, Consolidated, Contacted, Contracted, Coordinated, Decided, Defined, Delegated, Developed, Devised, Directed, Eliminated, Enforced, Established, Evaluated, Executed, Focused, Handled, Headed, Hired, Implemented, Improved, Incorporated, Increased, Instituted, Integrated, Judged, Led, Managed, Mediated, Mobilized, Motivated, Organized, Overhauled, Oversaw, Planned, Prioritized, Produced, Provided, Recommended, Regulated, Resolved, Restored, Reviewed, Scheduled, Screened, Scrutinized, Selected, Shaped, Solved, Sought, Specialized, Strengthened, Structured, Supervised, Terminated, Verified

Organizational Skills: Analyzed, Applied, Approved, Arranged, Catalogued, Classified, Collected, Compiled, Coordinated, Dispatched, Developed, Expedited, Facilitated, Generated, Handled, Implemented, Initiated, Inspected, Monitored, Organized, Planned, Prepared, Processed, Purchased, Recorded, Retrieved, Screened, Specified, Systematized, Tabulated, Validated

Research Skills: Analyzed, Applied, Checked, Cited, Clarified, Collected, Compared, Critiqued, Deducted, Determined, Diagnosed, Discovered, Dissected, Estimated, Evaluated, Examined, Explored, Extracted, Forecasted, Formulated, Found, Gathered, Graphed, Identified, Inspected, Interpreted, Interviewed, Investigated, Isolated, Located, Observed, Predicted, Read, Researched, Reviewed, Studied, Summarized, Surveyed, Systematized

Technical Skills: Adjusted, Advanced, Altered, Amplified, Assembled, Built, Calculated, Computed, Designed, Devised, Developed, Engineered, Excavated, Extrapolated, Fabricated, Installed, Interpreted, Maintained, Mapped, Measured, Mediated, Moderated, Motivated, Negotiated, Obtained, Operated, Overhauled, Persuaded, Plotted, Produced, Programmed, Promoted, Publicized, Reconciled, Recruited, Remodeled, Renovated, Repaired, Restored, Rotated, Solved, Synthesized, Translated, Upgraded, Wrote

Time Management Skills: Administered, Consolidated, Developed, Directed, Generated, Improved, Increased, Initiated, Promoted, Reduced Training Skills: Adapted, Advised, Clarified, Coached, Communicated, Coordinated, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Guided, Informed, Initiated, Instructed, Motivated, Persuaded, Presented, Stimulated

Notes:

- DON'T use the biggest word, use the MOST ACCURATE word.
- These are suggested words. You may have more specific technical words that apply.
- Use present tense of verb for current roles/experiences

UCCS College of Engineering & Applied Science, Career Office
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