

# Augusta Technical College

## Career Services

### Sample Résumé — Engineering

#### Heading

Tells the employers where they can reach you. Make sure the message on your answering machine or voicemail (and your email address) are appropriate.

#### Job Objective

If you don't choose an objective, the employers probably won't know which job you are applying for. Be specific and leave out the fluff.

#### Education

List all relevant education. List your specific program and any honors.

#### Experience

List jobs starting from your most recent work experience. Be sure to list most impressive duties first to get the reader's attention. Each experience should start with an action verb.

#### References

If you're running low on space, the reference statement can be omitted.

**Tips:** Be sure to emphasize your skills, aim for a one page résumé, and do not describe your duties in long paragraphs.

#### Questions? Contact Career Services

1300 Building  
706-771-4017  
706-771-4146

[www.augustatech.edu/careers/students](http://www.augustatech.edu/careers/students)

#### TOM WANTS WORKE

115 Success Avenue  
Augusta, Georgia 30906  
(706) 793-1234  
tworke@hotmail.com

#### OBJECTIVE

Seeking a position within the Mechanical Engineering Technology field.

#### SKILLS

Computer Aided Drafting:  
AutoCAD 2002/ Release 14  
3ds Max 4.2

Pro Engineer 2000  
Autodesk Viz 4

#### EDUCATION

*Augusta Technical College*, Augusta, GA Associate of Applied Technology in Mechanical Engineering Technology  
Graduated April 2002, 3.65 GPA  
Member, Phi Theta Kappa Honor Society

#### Related Course Work

MS Word/ Excel/PowerPoint  
Control Strength of Materials  
Dynamics  
Machine Design  
Statics  
Thermodynamic/Heat Transfer

Manufacturing Quality  
Engineering Materials  
Solids Molding  
Fluid Mechanics/Power  
Chemistry for Laboratory Technician  
AC/DC Circuit Analysis

#### EMPLOYMENT

*Project Manager, Iron Designers, Inc.* 2002-Present

- Coordinate and manage projects for customers.
- Correspond with customers and co-workers in the Engineering, Sales, Purchasing, and Manufacturing Departments on a one on one basis.
- Read and submit drawings and layouts for customers.

*Carpenter, Augusta Cabinet Company* 1995-1999

- Designed and made cabinetry for residential customers.

#### REFERENCES

Available Upon Request