

Getting Started With Your Resume

Consider Your Audience

Think about who is reading your resume and the questions they are trying to answer:

- Do you have the technical skills for the job?
- Can you use your knowledge to solve open-ended problems?
- Can you work independently?
- Are you passionate about using engineering to solve real-world problems?

Resume Sections

Required

- Header
- Education
- Projects
- Skills

Recommended

- Experience
- Research
- Leadership

Optional

- Relevant Coursework
- Publications
- Awards
- Presentations
- Patents
- Trainings & Conferences

Use Consistent Formatting

What does a strong resume look like?

- Limited to one page
- 11-12 point font
- Clear visual hierarchy
- Skills focused

They do NOT include:

- List of references
- Photos
- High school experiences (after your first year at BU)
- Unfamiliar acronyms
- Vague starting verbs (e.g., "Worked on...")

<p>Header</p> <p>Center your name at the top, and below it include your email, phone number, city & state, and updated links to your portfolio and LinkedIn.</p>
<p>Education</p> <p>Include relevant coursework, considering which courses’ topics are not already demonstrated by your projects and experiences.</p>
<p>Projects</p> <p>Order items by impact and relevance. Concisely describe how you contributed to the project while conveying results and accomplishments.</p>
<p>Skills</p> <p>List all advanced technical skills & split skills into categories such as “Computer” or “Mechanical.”</p>