**Steve Student**

**5585 Graduate Lane, Golden, CO 80401**

**sstudent@mines.edu**

**(720) 555-7056**

Announcement Number: 12-923009-DB

Citizenship: USA | Special Hiring Authority *[if applicable]:* | Clearance Status *[if applicable]:*

Federal Employment Status *[if applicable]:* [Position Title], [GS Level]

Availability *[optional]:* (i.e., Full-Time, Part-Time, Internship, Recent Graduate)

Desired Locations *[if applicable, optional]:*

**SUMMARY OF QUALIFICATIONS *[optional]***

**Technical:** Solidworks, AutoCAD, Mathcad, C++, Arduino, MATLAB, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Labview & Mathematica

**Engineering:** Machine Design, Finite Element Analysis, 3D Printing, Signal Processing, Circuits, Thermodynamics, Machine Shop CNC and Lathe, Feedback Control, Graphical Programming, Computer Aided Data Acquisition, Failure Modes & Effects Analysis

**Project Management:** Budgeting, scheduling, collaboration with clients and community stakeholders, collecting and compiling data, budget analysis, logistics coordination

**Research:** Data analysis and tabulation using Excel and MATLAB, quality control testing

**Communication:** Public speaking, teamwork and collaborative project experience, email correspondence, technical writing

**Languages:** Bilingual (English, Spanish)

**EDUCATION**

**Colorado School of Mines, Golden, CO** May 2023

Bachelor of Science, Mechanical Engineering GPA: 3.0 *[optional]*

Area of Special Interest: Design and Solid Mechanics

**Coursework** *[optional]:*

**Awards & Honors** *[optional]:*

• Heiserman Scholarship

• National Dean’s List – Fall 2022

• Honor Roll – Fall 2022

**Credits Earned** *[optional but recommended for current students]:*

*Other Optional Items: Thesis, practicum information, scholarships, study abroad*

**RELEVANT ENGINEERING EXPERIENCE**

**Sustainable Water Bottle Design Project June 2022 - September 2022**

**Senior Design, Colorado School of Mines 1500 Illinois St., Golden, CO**

**Supervisor: Prof. Jane Doe, (555) 555-5555, may be contacted**

**Hours: 20/week, Salary: Unpaid**

PROJECT MANAGEMNT

* Organized weekly meeting schedule for team of 5 for progress updates with individual project sections.
* Developed timeline for meeting milestones from concept inception to research, stakeholder engagement, prototyping, and presentation.

TECHNICAL COMPETENCY

* Designed water bottle through SolidWorks and utilized 3D printers and laser cutters for fabrication of prototype.

**Mechanical Engineer Intern June 2022 - September 2022**

**Company X 40 15th St., Westminster, CO**

**Supervisor: Dr. James Space, (555) 555-5555, may be contacted**

**Hours: 20/week, Salary: $25/hour**

TECHNICAL COMPETENCY

* Designed and fabricated a Demo-Satellite Payload funded by the Colorado Space Grant Consortium and NASA to survey landing terrain during the payload’s decent.

COLLABORATION

* Collaborated with team members to define load conditions and requirements for specific assemblies and components.

**PROFESSIONAL EXPERIENCE**

**Colorado School of Mines June 2021 - September 2021**

**Research Assistant, Dr. Doe’s Thermodynamics Lab 123 Illinois St., Golden, CO**

**Supervisor: Prof. Jane Doe, (555) 555-5555, may be contacted**

**Hours: 20/week, Salary: Unpaid**

SAFETY PROTOCOLS

* Practiced hazardous waste disposal to ensure environmental health and safety.
* Exercised safe laboratory practices such as wearing protective equipment like lab coats, gloves, and safety goggles.
* Conducted quality control tests on equipment every two weeks.

DATA ANALYSIS

* Compiled and cleaned raw data for 10+ samples per week through an excel spreadsheet to prepare for analysis and data tabulation with MATLAB.
* Conducted thermal analysis techniques such as Thermo-gravimetric Analysis (TGA) and Thermo-mechanical analysis (TMA) under supervision to determine thermal phase changes and glass transition temperature.

ADMINISTATIVE SUPPORT

* Monitored main lab email, responding to 20+ email inquiries per week from faculty, staff, vendors, research assistants, and community partners.
* Ordered lab equipment through Fisher Scientific and other vendors to ensure inventory was stocked and arriving on time using budgeted grant money.

**Colorado School of Mines May 2020 - August 2020**

**Summer Camp Youth Counselor 123 Illinois St., Golden, CO**

**Supervisor: Mary Smith, (555) 555-5555, may be contacted**

**Hours: 25/week, Salary: $18/hour**

EVENT COORDINATION

* Coordinated weekly fieldtrips for 200 campers ages 6-10 by consulting with community partners, making reservations, organizing chaperones, and scheduling transportation services.
* Employed problem-solving skills when event logistics would shift by creating contingency plans and communicating clearly with supervisors and staff.
* Managed parent paperwork for permission slips and individual student needs to ensure campers’ safety.

PROGRAM SUPPORT

* Implemented daily schedules with rotating groups to ensure campers arrived on time, followed programming events, and were ready for pick up time.
* Attended weekly meetings with supervisor and camp staff of 20 to receive programming updates and implement new lesson plans.

**Target May 2018 – June 2019**

**Warehouse Operator 12 Colorado Blvd., Denver, CO**

**Supervisor: Jay Boss, (555) 555-5555, may be contacted**

**Hours: 20/week, Salary: $15/hour**

ORGANIZATION & LOGISTICS

* Maintained warehouse supply inventory through excel sheets and using email and phone correspondence with supervisor when discrepancies were noted.
* Reviewed 20+ invoices from manufacturers per week when receiving shipment of supplies to ensure orders were correctly received.

**LEADERSHIP ACTIVITIES**

* Kappa Sigma, Recruitment Coordinator August 20XX – May 20XX
* People to People Student Ambassador Program August 20XX - August 20XX
* National Student Leadership Conference elementary school revitalization January 20XX

project in Washington D.C.

**COMMUNITY SERVICE & EXTRACIRRICULAR EXPERIENCE**

* Habitat for Humanity, Mines team volunteer project in Denver May 20XX – August 20XX
* Mines Soccer Club, member January 20XX – May 20XX

**CERTIFICATIONS**

AutoDesk CAD & Digital Manufacturing Certification June 20XX - Present

First Aid/CPR Certification - American Red Cross, May 2019 Expires: May 20XX

**AFFILIATIONS**

American Society of Mechanical Engineers, member May 20XX - Present

IEEE, member May 20XX - Present

**REFERENCES**

[Name](\*) [Use an asterisk to indicate that it is a professional reference]

[Employer/Organization]

[Title]

[Phone]

[Email]

[Name](\*)

[Employer/Organization]

[Title]

[Phone]

[Email]

[Name](\*)

[Employer/Organization]

[Title]

[Phone]

[Email]

Helpful Resources for Federal Resumes + Hiring

1. NIH Office of Human Resources: Tips on Federal Resumes

<https://hr.nih.gov/jobs/how-apply/tips-writing-federal-resume>

1. USAjobs.gov federal resume builder

<https://help.usajobs.gov/how-to/account/documents/resume/build>

1. DOI How to Write an Effective Federal Resume

<https://www.doi.gov/sites/doi.gov/files/resume-handout-508-compliant.pdf>

1. Federal Internship Finder

<https://gogovernment.org/federal-internship-finder/>

1. How to use USAJobs.gov to find federal jobs:

<https://gogovernment.org/application-process/understanding-federal-job-announcements/?utm_campaign=Call%20to%20Serve&utm_medium=email&_hsmi=199831568&_hsenc=p2ANqtz-_vuyp3poC_EvT-9p5MzyFZ9eNDm4GdsiQ20Ml-WFeZitvLlNfe7zZlJTHhyEA76DSCKAlY8vhForAykd-FDwf8VvkB9xzgjkQdTfkNohxBmkZ4brU&utm_content=199831568&utm_source=hs_automation>

1. Interviewing for Federal Jobs

<https://gogovernment.org/application-process/interviewing-for-federal-jobs/>