

ENGR 191-002
Career Preparation

In order to prepare for your career, you need a well-formatted resume highlighting your education, work experience, leadership experience, and any specialized skills. Prepare/update your one-page resume following the guidelines discussed in class.

Some items to note:

- Education is listed before Work Experience.
- Education and work experience are listed in reverse chronological order.
- Use expected graduation dates rather than listing when you started working on your degree or what your current academic level is.
- Use proper and consistent formatting (for example you may use bullets underneath below a specific job you held to highlight your responsibilities)
- Check your spelling, grammar, punctuation
- You may want to include this course as it highlights your preparation for conducting research.