**MARY P. SMITH**  
(555) 555-5555 | Professional.Email@gmail.com | [View Home Address Guidelines](https://careerservices.wvu.edu/files/d/327ce199-8c12-4611-8170-1135c5f03669/resume-checklist.pdf)

**EDUCATION**

**West Virginia University,** Morgantown, WVExpected: May XXXX  
*Bachelor of Science in Mechanical Engineering (ABET-accredited)*  
Overall GPA: 3.4

**WORK EXPERIENCE**

**US Steel Corporation,** Pittsburgh, PAMay XXXX – August XXXX

*Mechanical Engineering Intern*

* Assisted maintenance department in developing a work plan for planned maintenance, including equipment component replacements and implementation of electrical system updates
* Completed and documented equipment manual research, drawing searches, and updates
* Reviewed layout areas and logistical sequences for these jobs
* Produced detailed timeline spreadsheets and procedure documents developed with primary input of Maintenance Planners and Managers

**DEF Company,** Washington, PAJanuary XXXX – May XXXX

*Junior Project Team Leader*

* Assisted with the design of straight hand seamer used in bending, seaming and flattening sheet metal
* Created models using SolidWorks and participated in cross-functional product-development meetings
* Contributed idea for change in handle design that is expected to improve comfort and safety when gripping the seamer; Product is currently in preproduction testing phase

**U.S Air Force**, San Antonio, TXMay XXXX – August XXXX

Senior Airman

* Measured broken or worn parts using caliper, gauges and micrometers
* Drew working sketches, made templates, consulted shop drawing and selected materials
* Followed all safety protocols when handling equipment, inspected machinery before use to ensure safety standards are met
* Developed maintenance schedule on all machinery and tools, implemented schedule for five personnel and documented daily updates

**EXTRACURRICULAR ACTIVITIES**

**Society of Women Engineers,** WVU Chapter August XXXX – Present

*Professionalism Chair*

* Organized an Etiquette Dinner for over 100 members; secured $8,500 in sponsorships

**TRAININGS & AWARDS**

Metals Technology Certification June XXXX

Basic Military Training December XXXX

Airman’s Medal May XXXX

**TECHNICAL SKILLS**

**Programs:** AutoCAD, SolidWorks, MS Project, MATLAB, MS Excel  
**Machining and Welding Tools:** CNCs, mills, lathes, angle grinders, plasma cutters, oxy-acetylene torches, arc welders, band saws, grinders, shears, drill presses, chop saws, etc.