

# Oregon TECH

## Resume Tips for REE Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you **customize it for each opportunity**. You can customize by changing the Summary, emphasizing certain skills, and/or by moving sections around depending on what is most important to the employer.

### CONTACT INFORMATION

Include your name in a larger bold font (24+ pt). Underneath your name, using as few lines as possible, add your location, telephone number, email, and your LinkedIn URL if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

### Brian Jones

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### SUMMARY or HEADLINE

Communicate both *what* you are seeking and a few of your *key strengths* related to the position you are seeking. Most employers see Objectives as outdated, so try a Summary instead (but include a mention of the position you're seeking). A Qualifications Summary with a few bullet points is great for those with more experience.

#### Summary

Recent Renewable Energy Engineering graduate of Oregon Tech with experience in a solar design and installation seeking Energy Audit role at [name of organization]

-OR-

#### Power Engineer

### EDUCATION

List your education next. Include minor, specialization, emphasis or area of interest, and your GPA if it's over 3.0. Are you a student athlete or member of a club? Did you receive a scholarship? On a pre-career resume, consider listing your relevant engineering and other coursework too.

**NOTE:** employers tell us that if they have a GPA requirement (becoming more common) and you do NOT have a GPA on your resume, you will not be considered. It's safest to include your GPA if it's 3.0 or higher.

#### EDUCATION

Oregon Institute of Technology (Oregon Tech), Wilsonville OR

**Bachelor of Science in Renewable Energy Engineering**

June 2018

**Master of Science in Renewable Energy Engineering:** 4+1 concurrent degree program

June 2018

*ABET-accredited degree anchored in Electrical and Power Engineering with additional coursework in Mechanical and Chemical Engineering*

GPA: 3.4 | Major GPA: 3.7 | Dean's List – two quarters

Transfer coursework and degrees are optional. Only include if it adds additional information that strengthens your application by showcasing additional skills.

## SKILLS

Whatever skills you list, have *examples* of how you've used those skills in your Projects or Experience.

### SKILLS

eQuest	AutoCAD Electrical	MATLAB
Certified LabVIEW Associate Developer	Microsoft Word	Microsoft Excel

-OR-

### SKILLS AND ABILITIES

#### TECHNICAL SKILLS

- **Lab Reports** (writing and presenting): IEEE format, technical proposals, and informative memos
- **Tools:** Oscilloscopes and digital multimeters
- **Software:** Matlab, LTSpice, Solid Works, Python, Microsoft Office (Excel, Word, PowerPoint)
- **Diagram interpretation:** schematics, mechanical diagrams, block diagrams, parts lists, and technical materials

#### PROFESSIONAL SKILLS

- **Presentations:** to different stakeholders in varying environments
- **Project Leadership:** dozens of class projects
- **Teamwork:** extensive professional experience in small and large teams

## PROJECTS / RESEARCH – very important!

Particularly for those embarking on a new engineering career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** or a **thesis** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section. Discuss what you accomplished, and the skills and technology you used to get there.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills. Here are a couple of different examples.

### TECHNICAL PROJECTS – Oregon Tech

#### Capstone Senior Project

- Designed an energy efficient outdoor lighting AutoCAD schematic.
- Grid-tied Photovoltaic array component sizing using National Electric Code standards.
- Performed economic analysis and feasibility study using Microsoft Excel and LabVIEW.

#### HVAC System Analysis Project

- Input building design specifications for three story commercial building using eQuest building simulation software.
- Analyzed building energy usage output and offered recommendations to decrease building energy consumption.

### THESIS PROJECT – Oregon Tech

09/2018-06/2019

Characterizing a Hybrid Photovoltaic/Thermal (PV/T) Solar Collector for various weather, climates, electricity and hot water demands using Excel, MATLAB, and TRNSYS (Transient System Simulation Tool) to determine the technical and financial feasibility of utilizing a hybrid PV/T system for domestic or industrial hot water usage over a standard photovoltaic system. The simulation and analysis will provide general guidelines for existing or prospective solar customers who may benefit from a hybrid PV/T system and the optimization of harvesting multiple forms of energy.

## EXPERIENCE

Use short, descriptive bullet points that begin with action verbs e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. You can highlight either the position or the company, whichever you think is more important.

### ENGINEERING EXPERIENCE

**EV Battery Development Internship**, Xtend Inc., Eugene, OR 10/2016 – 9/2017

- Designed, assembled and tested battery system for an electric vehicle battery pack in a novel/proprietary packaging arrangement.
- Established and managed project scope and schedule.
- Programmed and managed measurement and data acquisition systems.
- Worked with an interdisciplinary team of engineers to design all aspects of the battery pack and power management system.
- Reported on 9 months of testing, development and future direction for product development.

Experience less related to engineering may still convey many positive aspects of you as a candidate to employers. Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**.

### INVOLVEMENT/AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight leadership roles or positions of responsibility. If extensive, include a separate section. If less extensive and all related to Oregon Tech, you may include in your Education section.

#### Leadership and Involvement

Society of Women Engineers (SWE), Treasurer  
IEEE, Student Member

2016-2017  
2016-present

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### General Resume Tips:

- NEVER use a template! The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best.
- Don't put your contact information in a header: applicant tracking systems won't be able to see it.
- Be organized, and consistent in the format of how you describe experiences.
- Quantify your experiences when possible: Provided tech support to user network of 1,000+ employees.
- Balance your use of text, bullets, blank space and margins.
- Begin all bullets with action verbs; past tense verbs for past accomplishments.
- Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
- Do not include references or "References on request" – it's assumed.
- Within each section, use reverse chronological format.
- One page if possible, two is acceptable if you can take up at least half of page 2.
- Use **boldface** and *italics* selectively to highlight important information; avoid underlining.

**NO typos** – get someone else to proofread for you

# Justin Florenz

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## RENEWABLE ENERGY ENGINEER CANDIDATE

Utility Power Systems | Controls/Automation | Electrical Design/Testing

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### EDUCATION

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June 2019

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June 2019

*ABET-accredited degree anchored in Electrical and Power Engineering with additional coursework in Mechanical and Chemical Engineering*

Graduate GPA: 4.0; Undergraduate GPA: 3.44; Engineering Honors Society

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### SKILLS

**Controls and Automation** – System Modeling, Automation, Controls/Data Acquisition Systems

**Wind Energy** – Turbine Generators, Electric Power Conversion, System Integration

**Energy Storage** – Fundamentals, Advanced Batteries, Advanced Fuel Cells

**Photovoltaics** – Solid-State Physics, Application, Semiconductor Process Engineering

**Research Methods** – IP/Patent Fundamentals, Scientific Research, Technology Commercialization

**Electric Power** - Transmission, Transformers, Resonance, Power Factor Correction, Design, Power Grids

**Power Electronics** – Op-amps, Semiconductors, Diodes, BJT, MOSFET, Multistage Amplifiers

**Instrumentation** – Electrical/Mechanical Sensors, Data Acquisition and Logic Controllers for Energy Systems, Physical Parameters for Control and Data-logging, Calibration/Correction

**Control Systems Design** – Modeling/identification/linearization, System Response, Stability Analysis

**Electromechanical Energy Conversion** – AC/DC machines, Power Switching, Control Circuits

**Electric Power Conversion** – Inverters, Converters (SEPIC/CIK/flyback), Microcontrollers

**Energy Storage** - Energy Storage for Developing Countries, Fuel Cells, Batteries

MATLAB/Simulink | SQL | PLC-programming | LabVIEW | AutoCAD | MS Outlook, Word, Excel, PowerPoint

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### CERTIFICATIONS

Preparing for FE exam | NABCEP PV Entry Level Training Certificate | Certified LabVIEW Associate Developer

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### RELATED EXPERIENCE

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- Established and managed project scope and schedule.
- Programmed and managed measurement and data acquisition systems.
- Worked with an interdisciplinary team of engineers to design all aspects of the battery pack and power management system.
- Reported on 9 months of testing, development and future direction for product development.

**Energy Engineering Internship**, Sustainable Solutions Unlimited, Portland, OR 10/2016-3/2017

- Designed and developed photovoltaic systems.
- Assisted in project development for residential and commercial solar installation.
- Developed project proposals for large and small-scale PV installations.