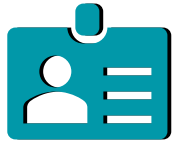


Resume Tips & Tricks

Wolfspeed  | AMANDA WILLIAMS | AUGUST 23, 2023

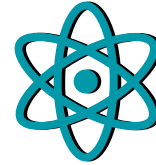
RESUME DESIGN



Heading



**Objective/
Summary**



Education



**Related
Courses**



Experience



Activities



Skills

POINTS TO REMEMBER

- Reverse chronological order
 - Newest experience is listed first
- No personal pronouns or sentences
 - Instead of “I coached 12 youth baseball players”, you’d say “Coached 12 youth baseball players”
- Numbers to know
 - .5 to 1” margins
 - 10-12 point font

HEADING

- This is how we contact you!
- More than one way to present this information
- Key data: Name, email, phone number
- Optional: Address
- Additional Tips
 - Keep email and voice mail professional

HEADING EXAMPLES

Jane Jones

jjones@sunypoly.edu | (607) 555-1212 | Utica, NY

Robert Doe

rdoe@ncsu.edu
(919) 555-1212

Current Address:
4000 Jump St
Marcy, NY 12345

Permanent Address:
2000 Sky Way
Albany, NY 56789

Mary Lamb

Durham, NC
919.555.1212 • mary.lamb@gmail.com

HEADING ACTIVITY

Jane Jones

jjones@sunypoly.edu | (607) 13-2916 | Utica, NY

Robert Doe

rdoe@ncsu.edu

Current Address:
4000 Jump St
Marcy, NY 12345

Permanent Address:
2000 Sky Way
Albany, NY 56789

Mary Lamb

919.555.1212 • Durham, NC

OBJECTIVE/SUMMARY/PURPOSE STATEMENT

- Be specific
- Include important keywords and skills
- Update this for every application

EDUCATION ESSENTIALS



College(s) Attended



Degree & Major



Graduation Date



Relevant Courses



GPA



Study Abroad Experience

EDUCATION EXAMPLES

SUNY Polytechnic Institute, Utica, NY

Bachelor of Science in Electrical Engineering, May 2025

Minor in Psychology

GPA: 3.64 Dean's List

Relevant (or related) Coursework: power electronics, circuit analysis, thermodynamics, finite element analysis & simulation, product design and production, semiconductor packaging, materials science, multivariate analysis

North Carolina State University, Raleigh, NC

M.S. Material Science

May 2024

GPA: 4.0; Courses: Thermodynamics of Materials, Elements of Crystallography

B.S. Mechanical Engineering

May 2022

GPA: 3.65; Courses: Heat Transfer Fundamentals, Engineering Thermodynamics

Prague Institute – College of Design NC State, Prague, CZ

Study Abroad Program, Fall 2021

Courses Taken: Physics I, Engineering Lab

EDUCATION ACTIVITY

Take 3 minutes and write out your Education section.

EXPERIENCE



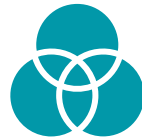
Experience



**Related
Experience**



**Leadership
Experience**



**Research
Experience**



Activities



**Community Service &
Volunteer Experience**



Projects



Other?

EXPERIENCE: CONTENT & FORMAT

- Title, Organization, City, State, Dates
- Simple bullets
- Action verbs (past & present tense)
 - *Tested*
 - *Designed*
 - *Conducted*
 - *Solved*
 - *Installed*
 - *Operated*
 - *Developed*
 - *Researched*
- Focus on accomplishments and skills, and quantify where possible
 - “Increased yield by 37%”
- Use consistent format throughout

EXPERIENCE EXAMPLES

Wolfspeed, Marcy, NY

Product Engineer Intern, Summer 2023

- Analyze new products that are being readied for release to market
- Run qualifications, perform yield analyses, optimize our products for manufacturing, and problem solving to address unforeseen challenges
- Address fundamental infrastructure and continuous improvement projects

Company XYZ, Raleigh, NC

Applications Intern, Summer 2022

- Learned and used simulation tools for power electronics
 - Exposed to state-of-the-art lab equipment and tools
-

Product Intern, Wolfspeed, Durham, NC

December 2022 –Present

- Analyze new products that are being readied for release to market
- Run qualifications, perform yield analyses, optimize our products for manufacturing, and problem solving to address unforeseen challenges
- Address fundamental infrastructure and continuous improvement projects

Applications Intern, Company XYZ, Raleigh, NC

May 2023-August 2023

- Learned and used simulation tools for power electronics
- Exposed to state-of-the-art lab equipment and tools

EXPERIENCE ACTIVITY

- 5 minutes: Create one 'experience' entry for your resume. It can be from any of the categories we talked about.

EXPERIENCE ACTIVITY

- 5 minutes: Create one 'experience' entry for your resume. It can be from any of the categories we talked about.
- Go in to break out rooms and share what you came up with. Provide kind, constructive feedback to your peers.
 - Keep in mind that we're all still learning how to do this well!

EXPERIENCE ACTIVITY

- 5 minutes: Create one 'experience' entry for your resume. It can be from any of the categories we talked about.
- 5 minutes: Go in to break out rooms and share what you came up with. Provide kind, constructive feedback to your peers.
 - Keep in mind that we're all still learning how to do this!
- Share what you hear, learned, or how you'll make a change based on the feedback you received.

PROJECTS

Project Title, Course, SUNY Polytechnic Institute, Semester

- Details explaining your role in the project
- Details explaining skills learned and used during project
- More details

Catapult Design, Design Processes and Tools, SUNY Polytechnic Institute, Spring 2023

- Created initial design plan and constructed catapult
- Tested the usability, strength, and quality of the catapult
- Collected data and measurements for final analysis

SKILLS

- Software Programs, Design Skills, Languages, Social Media, Lab, Language
- Do not include communication, public speaking, organizational and similar skills – show those “in action”

Examples:

- **Certifications:** Project Management Professional (PMP), Engineer in Training Certification (EIT), Certificate in Full Stack Software Development
- **Computer/Technical:** MATLAB, 3D Modeling, SAP, Python, AUTOCAD, Semiconductor related systems, SQL, Tableau
- **Language:** Fluent in Spanish, Conversational in Vietnamese

IMPORTANT TIPS FROM OUR RECRUITERS!

- Make sure your education is clearly listed with anticipated graduation dates and current GPA
- Be sure to have a section that highlights your Coursework, technical skills/certifications (this applies to non engineers too!)
- A short purpose statement at the top of your resume describing what types of internships you are looking for is a great bonus!
- Include an important project that you worked on in class when listing your coursework
- Including extra curricular activities related to your major/area of interest
- List any certifications/programming experience

REFERENCES

- Possible people for references
- Number of references
- Not listed on the resume

REFERENCE PAGE EXAMPLE

JACK SPARROW
sparrowj@ncsu.edu
919-222-2222

REFERENCES

James Barbossa (Internship Supervisor)
Creative Director
INFO Systems, Inc.
100 Smith Street
Raleigh, NC 27607
919-515-5555
barbossa.james@infosystems.com

Dr. Will Turner
Professor of Biology
North Carolina State University
225 Brooks Hall
Raleigh, NC 27695
919-555-1212
wturner@ncsu.edu *

Customary to have 3-5 References*

A large, stylized grey silhouette of a wolf's head is positioned in the background, facing right. The silhouette is composed of several sharp, angular shapes that define the wolf's profile, including its ears and snout. The text "THANK YOU" is centered over the middle of the wolf's face.

THANK YOU



“ We harness the power of Silicon Carbide to change the world for the better. ”