

Moving soon? List another address for after a certain date.

Use big and/or bold type if it's short, or regular type under an "Objective" or "Profile" or "Summary" heading.

## John Q. Smith

333 Dormitory Hall, Best State College, Bestcity, State 10010  
(222) 321-4444 John.Q.Smith@asabe.org  
http://www.linkedin.com/in/JohnQSmith

Use an email address that looks professional and includes your name. Check this email and respond within a day. Don't let their reply go to spam.

Optional Twitter, Facebook, personal website info here

### Agricultural/Bio Engineer seeking Product Engineer Drivetrain Design position

Include "for John Deere Coffeyville Works" if you particularly want that location.

If not a well-known school and it's ABET-accredited, mention that.

#### Education

Best State College, Bestcity, State

August 2009 to present

B.S. Agricultural Engineering anticipated May 2013

Coursework included computer-aided engineering, power engineering, fluid power, engineering design, hydraulic control systems, internal combustion engines, off-highway vehicle design, power systems, and controls.

As a summary: Recent BS Agricultural Engineer with drivetrain and transmission design experience.

- Machine systems emphasis, minor in mathematics
- Tutored 5 students in MatLab, 20 hours each
- Assisted in transmissions lab of 20 students, 2 semesters.
- GPA 3.5/4
- Senior Design project—Researched drivetrain parameters for autonomous vehicle. Built prototype with team
- ASABE International Quarter Scale Tractor Student Design Competition, 2011—Part of the four-member Best State College team: redesigned drivetrain after testing showed weakness; design solution was implemented within budget; placed 15th of 18 teams

Consider a separate Projects heading, including relevant school, work, and

Listing courses relevant to the job is optional if you are applying to a place that is familiar with your school and department. However, this is a great place to include keywords, as you don't need to use the exact course title.

#### Work Experience

##### Best Off-Road Design

Internship in a 20-person design and fabrication shop for custom off highway vehicles

Bigcity, State

Summer 2012

- Used Pro/E to design a new drivetrain per customer request
- With 4-member team, built and tested prototype drivetrain.
- Communicated with suppliers to obtain specialized components

After a few years, put the Experience section above Education.

or Professional Experience or Employment

##### AA Equipment

Bestcity, State Lawn Tractor Repair

Summer 2011

- Diagnosed problems with John Deere and Lawn-Boy lawn tractors
- Did gas engine tune-ups, welding, and sharpened blades
- Communicated with customers

List with most recent first

##### Smith Farm

A 2000-acre corn/soybean operation

Bestcity, State

2002-2011 (part time)

- Maintained and repaired 1980 John Deere Z123 and 1995 CNH C55 tractors
- Operated tractors and equipment and did general labor

#### Skills

- Pro/E (Pro/Engineer CAD software)—enrolled in advanced Pro/E class
- Microsoft Office 2010—use Word and PowerPoint, proficient in Excel, intermediate experience in Access

or Technical Skills and Licenses/Certifications

Longer than a page? Be more concise, tweak the margins and line spacing, condense the font a little. This one has uneven margins for the comments; yours should be even.





- FFA North District, 2011 welding competition, 5th place of 125
- Bilingual, fluent in spoken Norwegian

or Professional Affiliations

## Other Information

- ASABE (American Society of Agricultural and Biological Engineers) member 2010 to present, Plains Section President 2012 to present. Organized a **team** to recruit new members; doubled membership in one year.
- Attended ASABE Annual International Meeting, 2010, 2011, and 2012. Attended sessions on finite element analysis, precision agriculture, - instrumentation, and fluid power. Toured the **John Deere** plant in Moline.
- Willing to relocate within the US or Norway. Willing to **travel**.

*Advice varies on whether to put travel and relocation info in the resume vs. in the cover letter (if there is one). If you are applying for a particular job in a particular place, there's no need to mention relocation.*

## ***Also of interest. . .***

[Selling your degree in an age of electronic resume-screening](#)

[More career resources from ASABE](#)