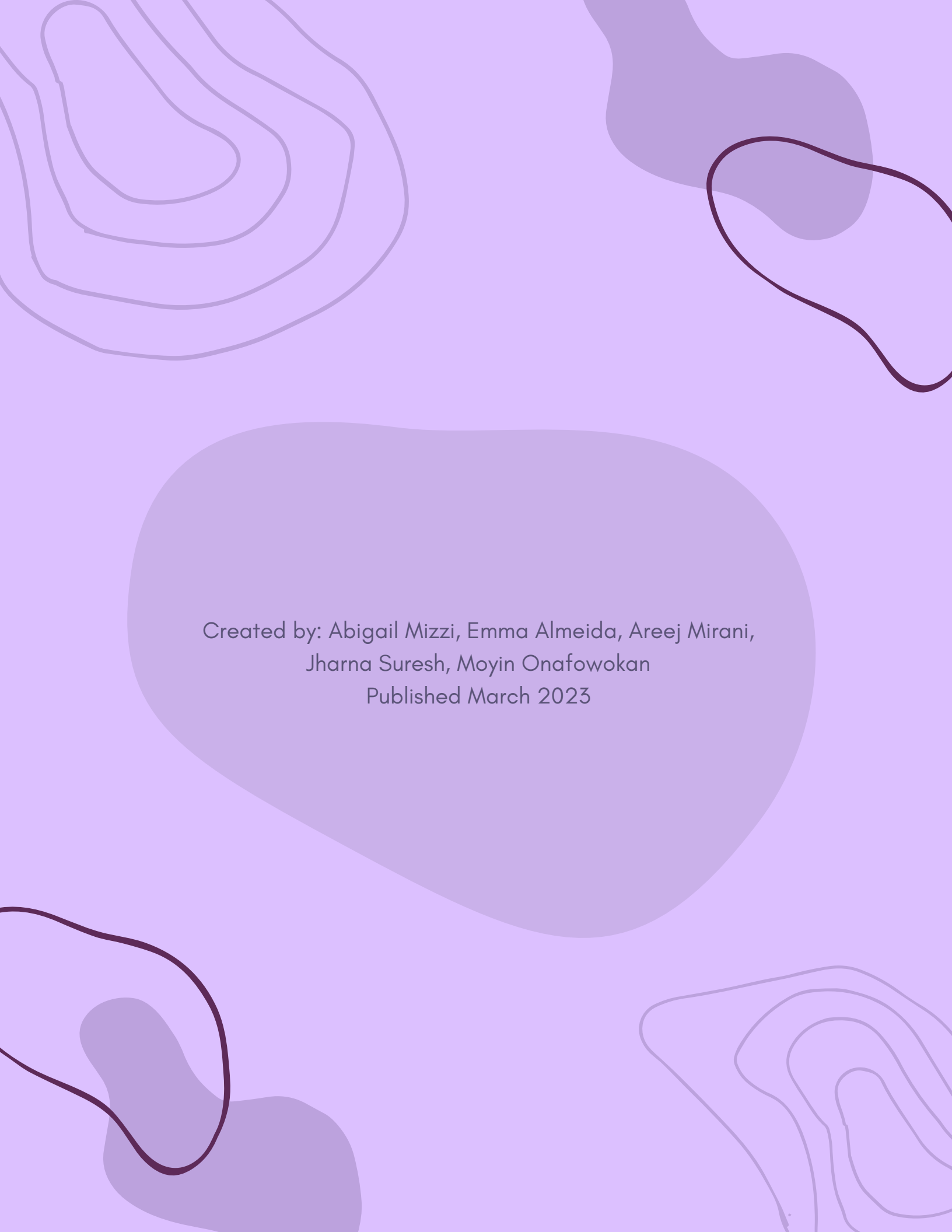


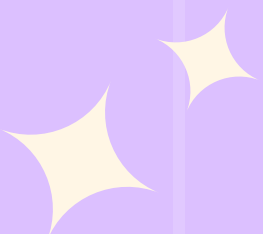


A Guide to Starting Your Career Journey



The background is a solid light purple color. It features several abstract organic shapes in a slightly darker shade of purple. In the top left, there are concentric, wavy lines. In the top right, there is a dark purple line that loops around a dark purple blob. In the bottom left, there is a dark purple line that loops around a dark purple blob. In the bottom right, there are concentric, wavy lines. A large, irregular, light purple shape is centered on the page, containing the text.

Created by: Abigail Mizzi, Emma Almeida, Areej Mirani,
Jharna Suresh, Moyin Onafowokan
Published March 2023



IMPORTANT NOTE

✕ □ —

Throughout the career search process
be true to yourself, don't compare
yourself to others, and do what you
love

GREAT



The background is a solid light purple color. It features several abstract, organic shapes and lines. In the top left, there are concentric, wavy lines in a slightly darker shade of purple. In the top right, there is a solid, darker purple shape with a thin, dark purple line looping around it. In the bottom left, there is a solid, darker purple shape with a thin, dark purple line looping around it. In the bottom right, there are concentric, wavy lines in a slightly darker shade of purple.

Dedicated to:

All the incredible and inspirational SWE women, friends,
and family who have helped us along every step of our
journeys



Table of Contents

Introduction	1
Resumes	3
Cover Letters	6
LinkedIn	7
Career Fairs	8
What to Wear	10
Elevator Pitches	11
Interview	12
Internship vs Co-op	13
Receiving an Offer	14
Making your Decision	15
After Accepting	17
No Internship No Worries	18
SWE Advice Column	20
Example Resumes & Cover Letters	24



Why to start planning your career today

No matter what stage you're in during college, it's never too early to start planning your career.

- Growing yourself professionally through work, extracurriculars, research experience, and more will help you find your passions in life to give you a better idea for your career interests
- Getting involved allows you to try new things and find your career likes and dislikes
- It allows you to make connections and build your network for the future



TLDR: FUNDAMENTAL STEPS

A brief summary of the career process

1 Write your resume

2 Attend company information sessions and research companies and roles.

3 Go to career fairs and talk to recruiters. Ask about job openings.

4 Apply online to job postings

5 Receive an interview request + complete the interview

6 Receive job offer and decide to accept or decline

Resumes

What is a resume?

A high level one page summary of your involvements academically, extracurriculars, and volunteer participations to present yourself to companies effectively and encourage further conversation.

What is a CV

- *Resumes are different than a CV (curriculum vitae) which is used in higher education to compile an individual's achievements such as research and job experience in a multipage document.*
- Not common for undergraduate students

Resume Layout

- Create 3-4 sections to create an organized flow to your resume
- Common sections include: personal information, academics, clubs/ organizations, work experience, leadership, projects, relevant coursework, awards, certificates or any other topics you hope to highlight
- Important information: home address, contact information, graduation date, major, and GPA if desired
- For freshman including high school information like GPA, clubs, and involvements is recommended

How to write it

- *Aim to start your bullet points with action words: lead, organize, present, collaborate, coordinate*
- *Include start + end dates, locations, company or organization, and position titles in involvements*
- *Include numbers to quantify your work since they stand out to recruiters quickly (ex: lead a team of 5)*
- *Aim to write 2-3 bullet points on each involvement to explain your responsibilities and goals in the role*

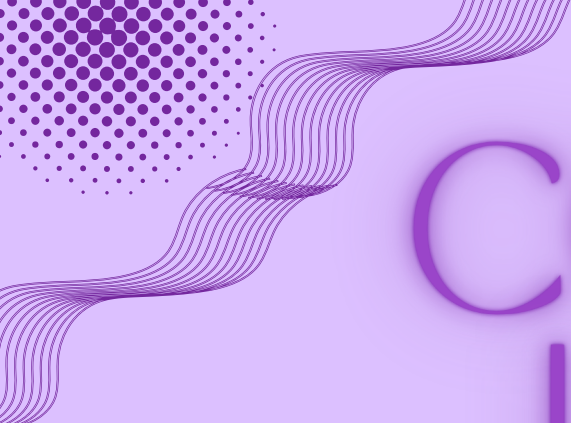
Online Applications

For online applications a simple resume layout without many design details is recommended since software is often used to scan resumes and analyze if applicants meet job requirements.

Important Tip

Your resume will be a fluid document that grows and changes as you go through college so you can always restructure it to highlight different sections as you grow as an engineer.

Resume examples from SWEople included on page 24



COVER LETTERS

A one page letter addressed to recruiters in job applications to explain an individual's skills and experiences that make them a good fit for the role. Should compliment a resume by highlighting strengths in more detail.

FORMAT:

- Cover letters don't need to be long only 3 to 5 paragraphs and should highlight your strongest qualities
- First paragraph to talk about the role you're applying to and how I'm a good fit.
- Next 2-3 paragraphs give a brief introduction to yourself and any experiences you've had to prepare for the position. These can include leadership, teamwork, or technical skills.
- Use the last paragraph to emphasize why you're a good fit and what you'd bring to the team.

*Commonly requested in online applications
but not always required.*

Example cover letters on page 24

LinkedIn

www.linkedin.com

One-Stop Platform for Marketing Yourself



What is LinkedIn for?

The largest professional networking site to help build connections with recruiters and companies. A good resource to stay updated on company news, find jobs, and network with individuals in various career fields.

"LinkedIn is no longer an online resume. It's your digital reputation"
Jill Rowley



Search



Abigail Mizzi · 2nd

Honors Aerospace Engineering Student

Greater Chicago Area · [Contact info](#)

421 connections

Why you should make a LinkedIn

- To have a professional online profile with all your involvements and achievements
- It can help recruiters find you and know if you're a good fit for their company
- Very similar to a resume but more personalizable
- Can link pages to websites or projects you participated in
- Add example profiles/pages
- Can connect with recruiters after career fairs

"Active participation on LinkedIn is the best way to say 'Look at me!' without saying 'Look at me!'"

Bobby Darnell

Career Fairs

Definition

- An opportunity to have one on one interactions with recruiters to learn about internship and career opportunities
- Higher chance at receiving interviews + job offers
- Better than applying online because you can show your personality

What To Bring

- 10-20 resumes
- Water
- Padfolio-nice folder to hold resumes
- Pen + paper

Purdue Career fairs

Industrial Roundtable (IR)

- second week of September
- held outside on Memorial Mall
- approximately 400 companies attend

EXPO

- second week of February
- held in the corec
- approximately 200 companies attend
- smaller setting more co-op opportunities

Find more information visit the PESc website:
<https://www.purdueesc.org/>

PREPARE FOR THE CAREER FAIR: RESEARCH EDITION

Talking to Recruiters



1. Introduce yourself and shake their hand.
2. Give an elevator pitch of your name, major, involvements, etc.
3. Be enthusiastic and confident in your demeanor.
4. Ask relevant questions!

Questions to Ask



- What projects do interns work on?
- How has the company helped the recruiter grow?
- What are the company values + mission
- What is the recruiter's experience with the company in their role(s)?
- What's been their favorite project?

DOs vs. DON'Ts

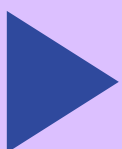


- ✓ Ask specific questions about the company to show interest
 - Lets the recruiter know that you are interested in the experiences you hope to gain and what type of environment you are excited to be working in.
- ✗ What is your company about?
 - Do research beforehand to come prepared knowing a general idea about the company's work

At the Fair



1. Download CareerFairPlus App
2. Make an Account
3. Employers Tab:
 - a. Shows all the companies that will be present
4. Fair Map
 - a. Shows booth information and times that the company will be at the fair



Find information for Purdue Career fairs year round

AT CAREERFAIRPLUS.COM



Dress for Success

Business Casual

For career fairs and information sessions:

- Blouse + dress pants
- Polo + slacks

VS

Business Professional

For interviews + nice events:

- Pant suit
- Blazer + dress
- Blazer + blouse + dress pants

These are all just recommendations so do what makes you feel most comfortable and confident!

Essential Items

Name Tag

(can purchase from many student orgs)

Blouses, Polos, Blazer

Dress pants, Slacks, khakis

Matching pant suit

Business dress

Flats + loafers

Stores: Low to high price range

- | | |
|---------------------------------------|-------------------|
| • Millie's Thrift Store in Lafayette! | • Macy's |
| • H&M | • Dillards |
| • Zara | • Von Maur |
| • Express | • Banana Republic |
| • JcPenney | • J crew |
| | • Anne Taylor |



Investing in a few nicer items of clothing and shoes will allow them to last longer!

ELEVATOR PITCHES

The goal is to start the conversation so keep it natural

Your pitch should quickly and succinctly introduce yourself to employers by highlighting your experiences and career aims in a one minute verbal introduction.

Example Formats:

PAST, PRESENT, FUTURE

Begin with where you're from and what you've been involved in. Transition to where you are now in school and extracurriculars. Then end with where you want to go in your career " I'm looking for job in X industry"

THESIS STATEMENT + EVIDENCE

Begin with stating your purpose "I'm looking for job in X industry . . ." then introduce yourself with where you're from, academic standing, extracurriculars, and work experiences.

Ending your pitch with why you're interested in the specific company or questions for the recruiter helps lead into a natural conversation.

Practice different formats and find what works best for you to represent yourself!



INTERVIEW

Tips and Tricks

HOW TO PREPARE



Rehearse Questions



Go to Mock Interviews



Prepare an elevator pitch for yourself

FORMAT



Interviewer Introduces themselves.



"Tell me about yourself."



Recruiter asks questions



Time for you to ask questions - aim for 3

STAR

Answer each question with this format:

- **Situation** - set the scene with where and when to provide context
- **Task** - what needed to be done and why
- **Action** - what were your actions and solution process
- **Result** - describe how the problem concluded and what you learned

FOLLOW UP

After your interview, it is recommended to send a follow-up email to your interviewer thanking them for their time. This demonstrates strong interest in the company and initiative to stay engaged with the recruiter.

INTERVIEWER QUESTIONS

- What is a time you had to make a compromise?
- What is a creative solution you have come up with?
- How did you react to a challenging teammate?
- Describe a stressful situation and how you reacted to it

Answers don't have to be purely technical. It's good to have multiple experiences to discuss to show how you think and work in different scenarios.

QUESTIONS TO ASK THEM

- What aspects of working here excite you the most?
- What type of projects do interns work on?
- How has the company supported the recruiter in their personal development?
- What is the day to day work like?

Internship vs Co-Op

Internship

A one time job offer for 10-16 weeks with a company. Can occur in the summer, fall, or spring.

Benefits: Can experience many different companies to learn about their cultures and work. Most common in the summer so it can be easier to balance with extracurricular leadership on campus.

Co-Op

A longer term contract with a company for 3-5 rotations of 16 week periods. Alternate semesters of attending classes and working.

Benefits: More opportunities to receive offers as a freshman, gain lots of experience with one company and can try different roles each rotation.

Choose what works best for you and your career goals.

RECEIVING AN OFFER

Congrats

BE PROUD OF YOURSELF AND ALL YOUR
HARD WORK!

MAKE SURE TO:

1. Send follow up emails to the recruiters who helped you throughout the process
2. Review the official offer letter for the deadline to accept
3. Communicate with recruiters about any concerns or questions

Making Your Decision & Navigating Offers

The Process:

Ask to talk to your manager and learn about the role
Advocate for yourself and being fairly compensated
for your time and work

Talk with friends, family, and fellow SWEople for advice
navigating offers

Request a decision extension as needed

Make a decision on your offer

Important Questions:

1. Do they provide housing for interns?
2. Do they give a relocation stipend?
3. What is the normal work week (normal hours like 9-5pm, Fridays off?)
4. How large is the intern program?
5. Do they create a Groupme or Discord for interns to connect before starting?

Making Your Decision & Navigating Offers

Comparing Offers:

- What offer most aligns with your career goals?
- What is the location like: city, small town, suburb?
- Which company most aligns with your personal values?
- What is the better decision financially for pay, housing, living costs?
- How have the companies treated you well throughout the application process?

Declining Kindly:

Use a compliment sandwich.

1. Start by thanking them for the offer and their time talking with you.
2. Explain your reasons for not accepting. *Example: not the best decision for you financially, offer does not align with your career goals, etc.*
3. Then end with another thank you and hope to have future opportunities to working together in the future.



I've accepted an offer... now what?

Secure Housing:

- Ask recruiters for resources from past interns
- Check sites like: Airbnb, long stay hotels, furnished apartments
- Housing needs: make sure your housing is in a safe area, close to grocery stores, close to work, good/bad for roommates or pets
- Verify final work address before signing leases

Tips:

- Ask if your company makes an intern group chat to meet people and find potential roommates or carpool groups.
- Don't feel pressure to post on LinkedIn

Transportation:

- Find transportation using your car, a family car, carpooling, or public transportation

Day to Day Questions:

- Ask your manager about the work week: hours, Fridays off, 4/10 work week, 9 to 5pm
- Ask about dress code: business casual, formal, shop floor, etc.



NO INTERNSHIP NO WORRIES

Besides internships here other opportunities to use your summer to grow professionally!

Summer Classes

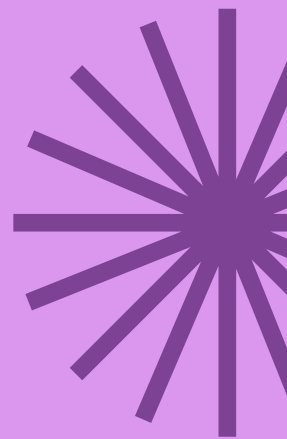
Take a few classes over the summer to work towards your degree, minors, or any certificates!

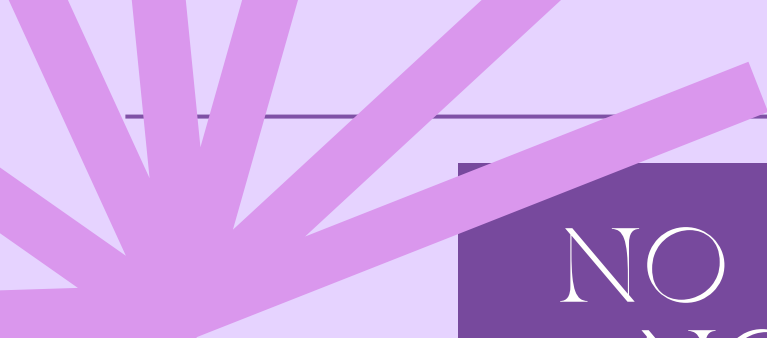
Research

- Reach out to your professors about research opportunities
- Apply to SURF a 10 week summer research program available at universities nationwide
- Apply to AAMP a summer research program for Energetic Materials
- Find more opportunities on the Engineering Undergraduate Research Opportunities (EURO) website

Study abroad

Explore Purdue study abroad options within your major and college!





NO INTERNSHIP NO WORRIES

Job Shadow

Find companies in your industry and ask to shadow them to learn more about the day to day work

Work a local job

Employers value any work experience so working local jobs in retail, food service, baby sitting, or being a camp counselor demonstrate work ethic and character. The skills gained from these experiences like communication and team work are transferable to future roles.

Passion Projects

Summer is a great time to build on your interests by working on passion projects. You can create a website, build a machine, make an app, start a company, or learn new skills.

Volunteer & Tutor

Make an impact supporting different organizations & communities

Scholarships

Apply to Scholarships through Purdue and external sources



SWE ADVICE COLUMN!

Best Career Fair Advice

Actually research the companies that you want to talk to, even if small, that you're talking to! Go before the class transition time comes out, there will be shorter lines! Make sure to be loud and clear, and make sure to grab all the free stuff!

- Hana Wong EE '25

Be confident, approach recruiters with a smile, always dress to impress (but also feel amazing), and remember that you're not just spouting facts about yourself-- you're having a conversation with a real person.

- Sarah Deniz IE '25

Research the companies before you go and make a list of talking points with specific questions. This helps you connect with the recruiter and company. If the recruiter doesn't know the answer to your question, they may refer you to someone who does know which can help make an "in" with the company!

- Megan Bingenheimer EEE '23

Honestly, just be energetic and excited. Recruiters can definitely tell if you're super nervous, and being passionate about the things you've done so far can go a long way. If you don't know something, admit that! And be open to talking to companies and people you might not usually consider. Just be yourself, and the people you're talking to will know that you're being genuine.

- Anna Isaacson CE '25

Preparation is key! Know a fact or two about every company that you plan to see. Your questions should imply that you have an idea of what the company does and what their values are. I would also prepare questions to ask ahead of time in case you blank when you're put on the spot.

- Megan Prange ME '24

Don't dress up too much - business casual will show companies what you might look like day to day at their offices. It's not worth printing 50 resumes since most companies have you submit online via QR code. Have a copy of your resume on your phone and print maybe 10 hard copies. Ask specific, creative questions. Companies have heard the same questions about covid, hybrid work, and the recessions impact. Ask something about the recruiter's life, like "what's the most meaningful project you've worked on and why", or "what qualities do you think yourself and your coworkers possess that make this company run well"

- Sarah Ladd ME '23

Research the companies that you are approaching beforehand and if possible apply online before hand. This will let the company know that you are very interested in the job, and did your due diligence prior to speaking with them.

SWE ADVICE COLUMN!

How to Approach and Talk with Recruiters

When talking to recruiters outside of an interview context, I like to include more personal details in my “tell me about yourself” answer. This is not just about your professional experience. You want to show that you are a person and have passions outside and within your academics! I usually include my hometown, sometimes why I decided to be an engineer, and some of the organizations I am a part of in addition to my major and professional experience.

- Megan Prange ME '24

Talk to another student or recent grad with experience in your desired company first, then ask them to connect you with the recruiters. Info sessions have typically given me more luck because I'm able to approach a recruiter 1:1 after rather than being 1/500 faces they see at a career fair

- Sarah Ladd ME '23

Always go in smiling, even if you have never been more nervous in your life. I always try to have my elevator pitch practically memorized so that I can go on autopilot during those first few minutes of the interaction. Usually by the time I'm done with my pitch most of my nerves have worn off. And be confident in yourself. I think we as women tend to undersell ourselves, but if you can convince yourself that you are the best person they could possibly hire for this position, you have a much better chance of convincing the recruiters the same thing.

- Anna Isaacson CE '25

I like to give my elevator pitch, and then tell them what I'm looking for (ex: summer internship in manufacturing at the company's Los Angeles location) so we can have a more productive conversation!

- Sarah Deniz IE '25

Be very candid and be yourself. Interviews I've gotten offers from were the interviews where I could really be myself and connect with my interviewer. Crack the jokes you want to crack and connect with your interviewer on a more personal level when you can. Companies are looking to hire personal people above all else.

SWE ADVICE COLUMN!

Favorite Interview Tips

I use Glassdoor to practice interview questions! A few days ahead of time, look at some of the questions. That way they are in your head and you can start thinking of what you would say. I would avoid scripting any of your answers. At most, I would remember bullet points.

- Megan Prange ME '24

I'd dress nicer for interviews than the career fair. Give yourself 30 min before the interview to sit in a nearby area, calm yourself, or practice your responses. Keep your phone on silent and in your bag, and use a watch or wall clock to keep track of the time. Same thing with the questions, keep them creative and bring them back to your recruiters experiences. If your recruiter is in HR and not engineering - talk more about the culture, engineering developments they might admire, or even what they know about your potential work as an intern.

- Sarah Ladd ME '23

Always, always research the company's values, projects, and background before your interview!!

- Sarah Deniz IE '25

Go in pretending that you already have another offer somewhere else in your mind. This will take the stress away during the interview and allow you to think more clearly when answering the questions. One other tip is always to smile real big and let them know you are super interested and excited about this opportunity every chance you get. Recruiters who see you want them will want you.

Ask at the end of the interview if they have any questions or concerns or issues about you that you can alleviate! Definitely practice beforehand and if it's online, have your resume on you to make sure you talk through it correctly and also expand on it.

- Hana Wong EE '24

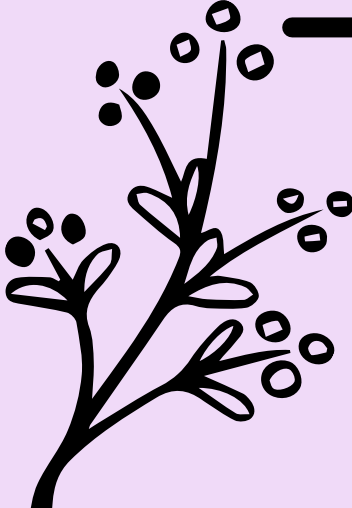
Be passionate and send a thank you note after the interview!

- Megan Bingenheimer EEE '23



SUCCESS

**the ability to live your life the way
you want to live it, doing what you
most enjoy, surrounded by people
you admire and respect.**



RESUME & COVER LETTER EXAMPLES

Shared by wonderful SWEople who
want to help us grow together.

Examples include a variety of
majors, backgrounds, and
experiences

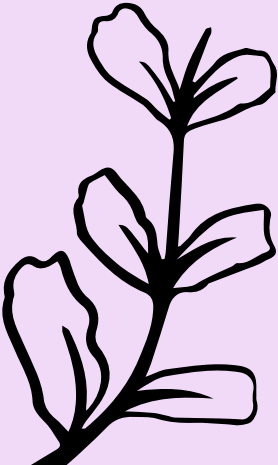


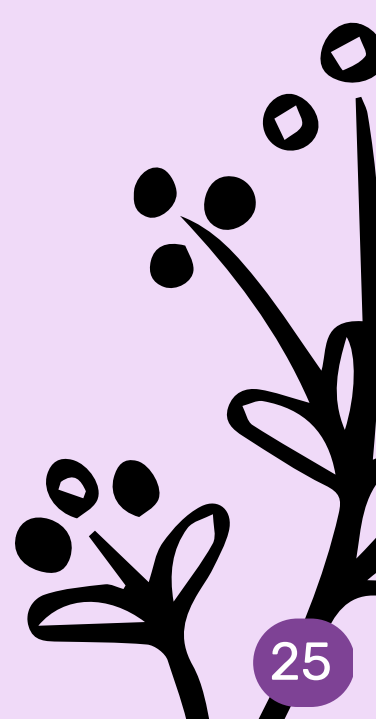


Table of Contents

RESUMES

1. Aerospace Engineering Sophomore
2. Biomedical Engineering Sophomore
3. Electrical Engineering Sophomore
4. Electrical Engineering Junior
5. Environmental Engineering Freshman
6. Aerospace Engineering Cover Letter
7. Electrical Engineering Cover Letter

Visit the Purdue CCO Handbook for more examples



Abigail Mizzi

Number | amizzi@purdue.edu | US Citizen | Address

EDUCATION

Purdue University, West Lafayette, IN

Expected Graduation: May 2025

X.XX/ 4.0 GPA | Bachelor's Degree in Honors Aeronautical and Astronautical Engineering

EXPERIENCE

Collins Aerospace – Cedar Rapids, IA

Avionics Test Engineering Intern

May -August 2022

- Lead optimization of 8,265 square feet of lab space to improve workflow processes for the B1, B2, and Boeing 737 MAX displays aircraft programs
 - Created and presented 30 lab models using Solidworks to collect feedback and collaborate on an optimal design within set constraints of floor space, program needs, and incorporating change management techniques
 - Implemented final physical layout for lab technicians to increase functional tablespace by 22% and floorspace by 59%
-

LEADERSHIP

Purdue Space Program – Hybrid Propulsion Team

Injector Redesign Lead

August 2021-Present

- Lead 8 teammates in designing a hydrostatic test for 3D printed metal using Solidworks, creating test procedures, and predicting material limits to evaluate the efficiency of future injector plates
- Conducted hot fire testing of rocket engine to determine thrust capabilities compared to MATLAB system predictions at Zucrow Propulsion Laboratories
- Assisted testing operations and ground system service through hardware assembly on outdoor test stand setup for the LabView data acquisition system

Mars Rover – Honors Introduction to Engineering Design

Lead Systems Engineer

September -December 2021

- Developed and carried out testes to quantify the ability of a rover to navigate varied paths, deliver cargo to multiple drop off locations, and detect obstacles
 - Collaborated on a navigation system using Python and Raspberry Pi to autonomously maneuver the rover along a path based on physical inputs from Arduino sensors
 - Quantified the capabilities of all systems including axial torque strength and maximum incline of traversable terrain
-

ORGANIZATIONS

Society of Women Engineers

Networking Night Chair

August 2021 -Present

- Organized a career fair for over 100 students and 40 company representatives, participate in mock interviews, and attend professional development seminars from the company perspective
- Coordinated with companies to make the event a valuable experience for recruiters and foster Purdue industry relations
- Developed new event theme to target professional development lessons in a lower pressure career fair environment

Mentor

October 2021

- Guide a high school senior for the weekend sharing the female engineering experience at Purdue and aid in building connections with other high school seniors to facilitate community during a time of uncertainty

Honors College Ambassador

August 2021 -May 2022

- Lead outreach to over 1000 prospective students and parents by giving weekly tours of honors facilities, sharing the honors college mission, and presenting to groups of 150 people on personal experiences
-

Awards

- Dean's List, Semester Honors, Illinois State Scholar, AP Scholar with Distinction,
- Boeing Merit Award – awarded for academic and extracurricular excellence

Technical Skills: MATLAB, Python, C Programming, Arduino, Raspberry Pi, Siemens NX, Solidworks

Rama Coimbatore

Address | Number | rcoimbat@purdue.edu

OBJECTIVE	Highly motivated student seeking a Biomedical Engineering internship or co-op.	
EDUCATION	Purdue University, West Lafayette: Bachelor of Science in Biomedical Engineering Anticipated Graduation: May 2023 GPA: X.XX/4.00 Skills: MATLAB, Python, C, C#, Java	
UNDERGRADUATE RESEARCH	Summer Undergraduate Research Fellowship (SURF)	June - Aug 2020
	- Conducted research in Purdue BioCom Lab under Dr. Matthew Ward - Investigated the vagus nerve and its role in the treatment of gastroparesis, a stomach condition affecting up to 2 million Americans that causes severe discomfort after food intake - Developed a graphical user interface (GUI) as a tool for doctors to further understand the vagus nerve and its behavior - Presented research at a virtual symposium hosted by the Engineering Undergraduate Research Office at Purdue	
INTERNSHIP EXPERIENCE	Cleveland Clinic Science Internship Program	2018 & 2019
	2018: Performed data analysis on Breast Cancer, Colon Cancer, and Large B-Cell Lymphoma to identify optimal diagnosis and treatment methods - Shadowed doctors to learn diagnosis and treatment procedures 2019: Served as a peer mentor for first-year interns - Continued data collection to publish Breast Cancer research done in 2018 - Performed data analysis on smoking cessation in relation to cancer & analyzed whether Vitamin D levels and bone health were addressed in hormone-dependent Breast Cancers - Presented results at the Fairview Cancer Committee Meeting	
ENGINEERING PROJECTS	Engineering Projects in Community Service (EPICS)	2019-2020
	Project Partner Liaison, Biomedical Engineering Team	
	- Designed a child-resistant PillMinder to decrease the number of accidental medicational overdoses in children under the age of five - Main communicator between my team and CDC chairperson Dr. Deborah Spoerner to discuss progress and receive feedback	
HONORS & AWARDS	Purdue University Trustees Scholar	2019-Present
	Dean's List & Semester Honors Recipient	2019-Present
LEADERSHIP EXPERIENCE	All Member Meeting Chair of Purdue Society of Women Engineers	2020
	- Planned meetings twice a month for SWE members and non-members - Collaborated with various company representatives to sponsor meetings and discuss career opportunities, professional development, and engage with students	
ORGANIZATIONS & SERVICE	Women in Engineering Program: Tutor	2020-Present
	Women in Engineering: Mentors & Mentees Program	2019-2020
	Society of Women Engineers: Office Assistant	2019-2020

GENEVIEVE TRESE

Number

Email @gmail.com · www.linkedin.com/in/gtrese

EDUCATION

B.S. ELECTRICAL ENGINEERING - PURDUE UNIVERSITY

Aug 2019 - May 2023

- GPA: X.XX/4.0
- Honors College Student

WORK EXPERIENCE

R&D UNDERGRADUATE INTERN - SANDIA NATIONAL LABS

May 2022 - Present

- Generated Simulink models to test on a real-time target
- Created LabVIEW scripts to automate testing
- Combined multiple software packages to achieve a testing outcome
- Developed a modular testing infrastructure

RESEARCH ASSISTANT - PURDUE UNIVERSITY CQEM LAB

Nov 2021 - May 2022

- Script 3D geometries and manipulate their properties
- Code utility functions for developing numerical methods

SYSTEMS ENGINEERING INTERN - BORG WARNER

May 2021 - Nov 2021

- Designed and fabricated new testing hardware for E-Motor Inverters
- Ran hardware-software integration tests on a weekly basis for software team
- Developed a website for the systems engineering group

TEACHING ASSISTANT - PURDUE UNIVERSITY

Aug 2020 - Aug 2021

- Regularly assisted in class when students had questions
- Validated questions and answers for homework assignments, quizzes, and exams

LEADERSHIP EXPERIENCE

VP OF MEMBERSHIP - SOCIETY OF WOMEN ENGINEERS

April 2022 - Present

- Organize PSWE's attendance to the WE22 Conference for 40 attendees
- Schedule office hours and pair board members with an underclassman
- Mentor directors and other board members

GENERAL MEETING CHAIR - SOCIETY OF WOMEN ENGINEERS

May 2021 - April 2022

- Plan and host monthly meetings with co-chair
- Interact with companies and strengthen relations
- Mentor incoming freshman and support transition to college

SOCIAL MEDIA CHAIR - SOCIETY OF WOMEN ENGINEERS

May 2020 - May 2021

- Maintain 4 social media accounts daily
- Encourage member to engage with SWE through social media

SKILLS

- LabVIEW
- Python
- MATLAB
- Simulink
- Autodesk Inventor
- KiCad
- Project Management
- Organization
- Communication

Mary Vaughan

Permanent Address: vaughan5@purdue.edu
Address Number
linkedin.com/in/mary-vaughan

Education

Purdue University, West Lafayette, IN May 2023
Bachelors of Science in Electrical Engineering GPA: X.XX '4.0

Experience

Sonoco Reels and Plugs May 2020 - Present

Electrical Engineering 5-semester Co-Op (Semester 3 of 5)

- Create electrical schematics with AutoCAD Electrical for PLC cabinets and electrical panels
- Construct image processing software in C++ for automated quality inspection
- Build HMI-PLC-Database communication interface tools with C# for production line scheduling
- Recruit college students through virtual career fairs to increase young talent at Sonoco

Engineering Projects in Community Service (EPICS) Program August 2019 - May 2020

Lead Design Engineer – Team Atalantia

- Oversaw team project design, technical work, and organization to ensure efficient and professional success
- Improved a virtual reality video game for stroke patient rehabilitation through IR sensors, C#, and Unity
- Developed communicative abilities through bi-semester presentations to members of local industry

Leadership & Campus Involvement

Society of Women Engineers August 2015 - Present

Evening with Engineers Chair, Resume Book Chair, Professional Committee Lead

- Plan and host an event to connect students to industry professionals
- Organize resumes of current PSWE members to distribute to companies to best maintain professional relations
- Expand skills in professionalism and effective outreach through volunteering in hosting industry partners

Purdue University Research, Nuclear Department, Dr. Allen Garner January 2020 – December 2020

Undergraduate Research Assistant – Nonlinear Transmission Lines

- Provide an alternative perspective on the design of experiments to support graduate research
- Collect and analyze permeability and permittivity data of various materials using pulse modulators
- Conduct hipot testing with high voltage equipment to measure breakdown properties of BST samples
- Co-Author

Women in Engineering August 2019 - Present

Introduce a Girl to Engineering (IGED) Mentor, Mentor & Mentee Pair Program

- Inspire high school females to pursue engineering to promote a strong generation of diverse creativity
- Strengthen communication through attending monthly meetings to build networking skills and relations
- Improve interpersonal skills by building an encouraging relationship with an Electrical Engineering student

Certifications & Awards

Dean's List & Semester Honors Fall 2019 - Present
CompTia IT Fundamentals+ Certification December 2018

Skills

-
- | | |
|--|----------------------------------|
| • C, C++, C#, Java, Python, Visual Basic | • Basic Networking Protocols |
| • Windows 7, 10, Microsoft Office | • Raspberry Pi, Raspbian |
| • MATLAB, Unity, AutoCAD Electrical | • Soldering |
| • Studio 5000, HMI Builder | • SQL, Microsoft Access Database |

MEGAN M. BINGENHEIMER

Phone: Number
Email@gmail.com

Address

Objective: To maintain healthy, competitive regulatory standards, create new technologies to combat the effects of Climate Change, and combine environmental, social, and governmental (ESG) standards for companies to strengthen their sustainability and investment prospects in the field of Environmental Engineering.

EDUCATION

BS	Purdue University, Environmental and Ecological Engineering Seeking Entrepreneurship and Innovation Certificate, French Minor Relevant Coursework: Chemistry, Physics, Transforming Ideas to Innovation, Calculus, Engineering and Climate Change
	Brookfield East High School, Brookfield, WI Graduated with Honors, XXX /4.0 GPA AP and College Curriculum completed in Math, Economics, French, English, Social Science, and Environmental Science
	June 2019

LEADERSHIP EXPERIENCE

National Honor Society, Brookfield East High School Co-Vice President	May 2018 to June 2019
- Create, organize, and communicate opportunities for members to engage in scholarship, service, leadership, and character development - Determine application criteria and induct new members plan induction ceremony - Take attendance at meetings and chapter functions and notify members of probationary status and/or membership termination	
Swim and Dive Team, Brookfield East High School Co-Captain	November 2017 to November 2018
- Collaborate with co-captains and coach to set team rules and objectives - Communicate with athletes, parents, school officials, and community members through email, face-to-face, and social media to promote expectations, important information, and updates on team results - Encourage a healthy, competitive, and fun team culture where each athlete can contribute positively to the team goals - Provide leadership for swimmers and parents while assisting the coaches to lead the team in positive directions and achieve individual and team goals	

COMMUNITY INVOLVEMENT

Engineering in the World of Data Living Learning Community, 2019-Present
- Engaging with first-year peers sharing similar interests in engineering with the emerging importance of Big Data - Gain skills in Excel and MATLAB to model data and make evidence-based decisions
Boiler Green Initiative, 2019-Present
Contributing volunteer service and ideas to make Purdue and the surrounding community more environmentally sustainable
Purdue Swim Club, 2019-Present
Women in Engineering Program, 2019-Present

HONORS AND AWARDS

Wisconsin Leader of Tomorrow, Elmbrook Chapter	2018
Leadership recognition and development program including interview, social challenge essay, and leadership resume to improve leadership and communication skills	
Badger Girls State Delegate	2018
Recognized for outstanding qualities of leadership, good moral character, cooperativeness, dependability, and participation in extracurriculars	
NISCA Academic All-American	2019
Awarded to graduating seniors with a GPA of 3.75/4.0 who have lettered in their high school swimming program their senior year	

Maitri Pandya

Email @gmail.com

Number

www.linkedin.com/in/maitri-pandya1

EDUCATION

Purdue University, West Lafayette, IN

Bachelor of Science in Mechanical Engineering | John Martinson Honors College

Minor in Computer Science | Applications in Data Science Certificate

Expected: May 2025

GPA: x.xx/4.00

Rogers High School, Rogers, AR

Arkansas Governor's Scholastic Honors Recipient

May 2021

GPA: 4.30/4.00

TECHNICAL EXPERIENCE

Central States Manufacturing Inc (Tontitown, AR)

June 2022 – Dec 2022

Engineering Intern

- Programmed a preliminary model for a user-input dependent Automation Process to be implemented company-wide on manufacturing plants to optimize production by utilizing ergonomics
- Designed, wired, and programmed a Mechanically Versatile Test Stand capable of analyzing newly developed roll-door products spanning dimensions 3ft through 10ft
- Headed a company-wide visualization and digitization project consisting of effectively communicating 40+ work procedures and safety protocols of various machines on the plant floor by transitioning documentation into videos

Emergency Response Robot and Mars Rover Goss Scholars Project

Sept 2021 – April 2022

- Collaboratively designed and programmed 2 robots capable of autonomously completing complex tasks involving autonomous navigation, hazard detection and mechanical load drop-off mechanisms
- Utilized the Engineering Design Process to develop iterations and evaluate success using predetermined metrics

LEADERSHIP AND ACTIVITIES

Women in Mechanical Engineering at Purdue

August 2022 – Present

Co-President

- Founded an organization dedicated towards empowering students in areas of scholarship, community, and growth
- Developed organizational missions, values, leadership structures, and member engagement opportunities
- Conducted weekly officer meetings, planned all-member professional development and social meetings, collaborated with various other departments and student organizations totaling roughly 15+ hours per week

Society of Women Engineers

August 2021 - Present

Outreach Committee Co-Chair

- Organized a 3-hour Outreach Event aimed to increase STEM exposure among 6th-8th grade students
- Hosted bi-monthly outreach committee meetings involving 15+ SWE members focused collaboratively planning engineering activities and events
- Coordinated outreach events involving travel to local schools to host engineering activities in K-12 classrooms.

Mentorship Experience

- Honors Engineering Goss Scholars Peer Mentor
- Society of Women Engineers Mentorship Programs
- Women in Engineering Mentors and Mentees Program

SKILLS

Technical Languages

Siemens NX, SOLIDWORKS, MATLAB, Python, C-Programming, JavaScript, Arduino, Raspberry Pi

Hands-On Experience

Soldering, MIG Welding, Metal Grinding, Lathe, Mill

Mary Vaughan

vaughan5@purdue.edu | (Number
linkedin.com/in/mary-vaughan

February 13, 2020

Mary Vaughan
1275 3rd Street
West Lafayette, IN 47906

To whom it may concern,

I am writing to express my interest in a 5-session Co-Op position that I found through Purdue University's Co-Op database. As a student attending Purdue University, I am pursuing Electrical Engineering with a minor in Management. My drive to learn, strong work ethic, and ability to communicate well, both in writing and orally, positions me to be an asset at Copper Mountain Technologies. In addition, my experience as Lead Design Engineer within the EPICS program and as an undergraduate research assistant in nonlinear transmission lines provides me with the technical basis to be a good candidate for this job.

As a Lead Design Engineer for Purdue University's Engineering Projects in Community Service (EPICS) program I guide a team of peers in the design, construction, and presentation of a deliverable project. My current project is *Atalantia* with team Global Design of Assistive Technology (GDAT), a virtual reality game that employs IR sensors to encourage the rehabilitation of stroke patients through an engaging and exciting digital interface. The project develops my skills in technical design and documentation through C#, Unity software, and UNIX. In addition, the human-centered focus of the program has adjusted my perspective to the practical work of engineers and the necessity for excellent communication and presentation of designs, both with a design team and the users of a product. I believe my experiences in innovative teamwork, professionalism, and technology would allow me to be a strong contributor as a Co-Op student.

My involvement as an undergraduate research assistant provides a unique technical experience and understanding of the concepts learned in an engineering class. The research concerns experimentation with non-linear transmission lines, using a Network Analyzer, to better understand the ability of dielectric materials to withstand rapid-pulse, high voltage signals traversing between a modulator and a satellite. Through this experience I am growing to understand the process of finding creative solutions to undefined or intimidating problems. In addition, I am learning to communicate information between different levels of technical understanding. I believe my initiative and excitement to pursue the distinctive experience of research displays my potential to be an effective member of an engineering team.

I would appreciate the privilege of an interview for the 5-session RF Junior Application Engineer Co-Op. I am sure my technical experience, communicative abilities, and drive can be a valuable addition to Copper Mountain Technologies. If you have any questions, please call me at 540-553-1618 or email me at vaughan5@purdue.edu. Thank you for taking time to review my documents.

Sincerely,

Mary E Vaughan

Abigail Mizzi

Number

amizzi@purdue.edu

August 9th, 2022

Brooke Owen

Relativity Space

Dear Brooke Owen,

I am incredibly excited to be applying as a test site intern for Relativity for next summer. After reviewing the job posting I believe my experiences academically, in student clubs, and professionally have prepared me to make valuable contributions to the team. I've had experience working with rocket test stations and hardware, designed and owned 3D modelling projects from beginning to end, and will bring my passion to Relativity's fast paced work environment.

I am an honors aerospace engineering student at Purdue University with aspirations in the space industry. I've been able to pursue my goals through the Purdue Space Program where I've led a redesign of our current injector plate for the rocket to increase thrust performance by enhancing the design and manufacturing it using 3D metal printing. I've also worked with assembly of the test station and calibration of thermocouples, valves, and load cells.

I've been able to take ownership of a project from beginning to end through my internship with Collins Aerospace this past summer where I used Solidworks to model 8,265.39 square footage of lab spaces and create new plans to optimize their avionics test engineering processes. After making over 30 designs and multiple iterations I implemented the final designs into the labs by the end of my internship.

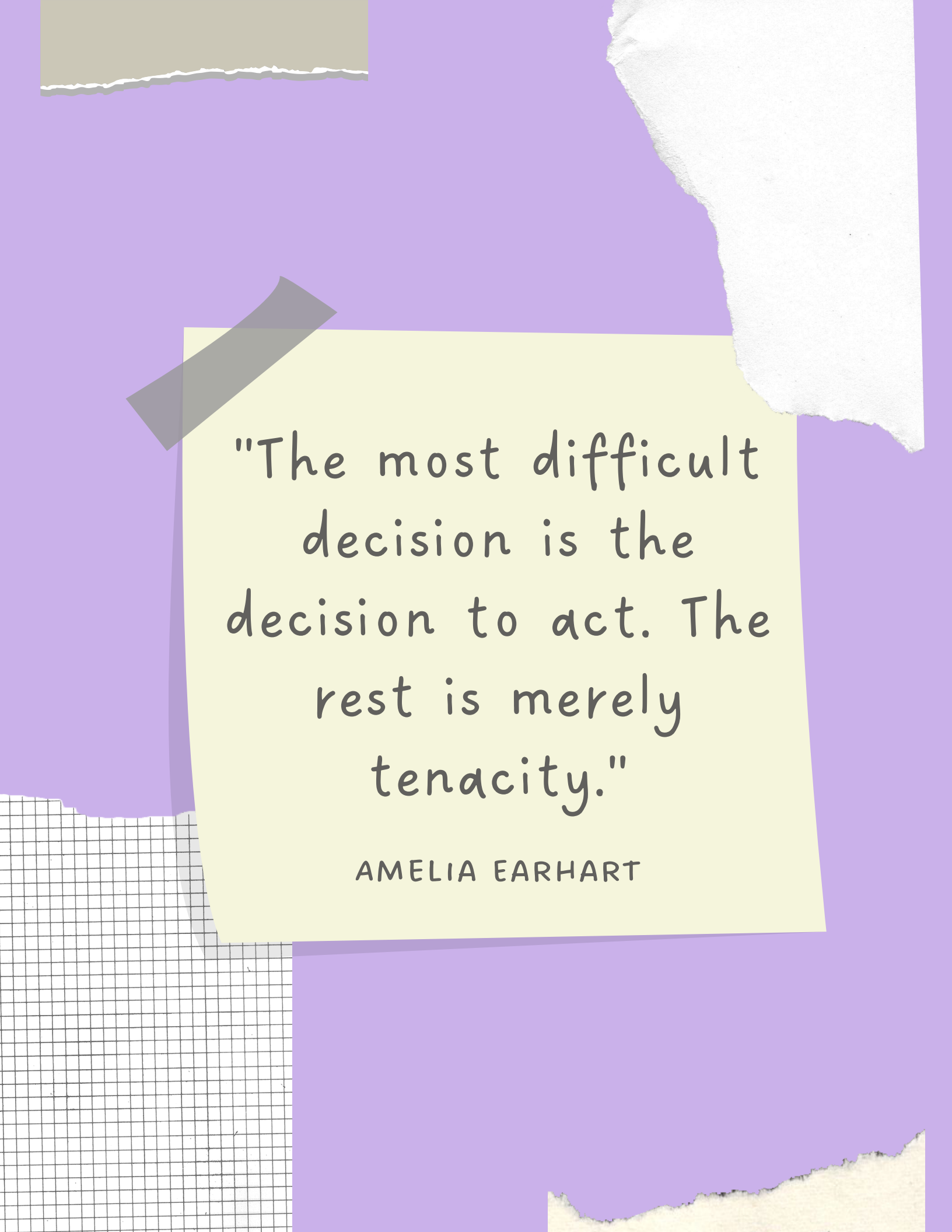
Academically, I've been the lead systems engineer on a team to build an autonomous Mars rover prototype to deliver cargo during poor weather conditions to various locations. I was able to have a high-level approach to the design and incorporate all the mechanical and software components into the design. I also experienced high stress environments during timed performance tests where unexpected challenges occurred and quick problem solving was required.

I am excited to learn more about internship opportunities at Relativity this upcoming summer and share more about how my experiences have prepared me to benefit the team. I will bring my drive to all teams and projects I work on and am excited to continue learning throughout the experience.

Thank you for your time, I look forward to hearing from you soon!

Sincerely,

Abigail Mizzi



"The most difficult
decision is the
decision to act. The
rest is merely
tenacity."

AMELIA EARHART



A Guide to Starting Your Career Journey