

A good personal introduction that shows why you think you are suitable for the position.

List of subjects and grades.

Correct layout of time, position and employer.

Same layout all the way through.

David Gibbons

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Personal Profile

A motivated, adaptable and responsible Engineering graduate seeking a position in a reputable and global company. I am applying for this position as I believe it will utilise my professional and technical skills which I developed through past work experiences in this field. I have a methodical and analytical approach to work and a strong drive to see things through to completion. I work well individually and as part of a team which I believe is key to a successful workforce.

Education and Qualifications

2006 – 2009 Newcastle University – Engineering BSc (Hons) 2:1 (obtained)

Year 3 modules – Mechanical Design, Design for Manufacture, Electrical Machines and Power Systems and Systems Modelling and Control.

Dissertation – "Importance of having high-performance cars in a model lineup; do they improve brand perception lower down the model lineup?".

2004 – 2006 Queen Elizabeth Sixth Form College – A Levels

Maths - B

Science - A

Business Studies - C

1999 - 2004 Woodham Academy - GCSEs

Science - A; Maths - B; English - C; Spanish - A; Technology - A; German - C; Business Studies - B

Employment History

Aug 2012 - Present - Mechanical Engineer with XYZ Engineers

- Developed low-weight, low friction piston assembly for air pressure vehicle, increasing top speed of prototype by 110% with no decrease in range.
- Conceived, designed and prototyped a lightweight Infinitely Variable Transmission (IVT) for use with hydrogen fuel cell engines, resulting in a 6% increase in fuel efficiency.
- Played an integral role in patent-pending electric motorcycle concept combining IVT with regenerative braking.

Sept 2009 - Aug 2012 - Trainee Mechanical Engineer with Sportex Ltd

- Offered major contributions to three-year line overhaul plan
- Submitting multiple schematics for peer review and validation. The concepts were accepted and integrated into the final rollout.
- Contributed to development of new belting system for a flagship project, leading to 3% friction decrease during high RPM operations.

Listing modules and projects that are relevant to the postiion.

List of Subjects and grades.

Brief description of responsibilities, achievements and learnings from the role.

Show interesting and professional activities.

May 2009 – Sept 2009 – Summer Engineering Trainee with Google

- Worked as part of a team on a 12 week development project to Research, conceive and develop software applications to extend and improve on Google's product offering.
- Collaborated on scalability issues involving access to massive amounts of data and information.
- Solved all problems that came my way.

Achievements and Interests

I enjoy reading non-fiction books, solving puzzles and socialising with friends and family.

When I was at college I was part of a project in which I did several activities to raise money to build a school for children in Ethiopia. I did bag-packing at the supermarket, a sponsored run, bake sales and a children's activity day. Overall, I raised £2,500 of the £15,000 total raised by the group.

References

Available on request.

Bullet points of brief description makes it easier to read.

Make sure to show any achievements you are proud of.