

NAME

Personal email

Preferred mailing address

cell phone
other phone

Society of Women Engineers Resume (Sample Template)

Summary

XXXX has been highly involved in SWE since XXXXX (or for XX years). She has had XXXXX officer positions at XXXXX sections/regions/society. She has helped with many XXXXXX. Expound upon section, local, region, or society committees and experience that should be highlighted. Discuss major/discipline or professional licensure.

Society

- WE13 Annual Conference Attendee
- Graduate Student Committee Member 2010-2014
- Senator FY11-FY12
 - Mega Issues committee member

Region Level Involvement and Leadership (examples)

Region i

- Region i Leadership Summit Attendee (August 2011)
- Region i Conference attendee (Spring 2010, 2012, 2013)
- Region i Conference Chair (Tulsa-Spring 2012)
- Graduate Member Committee-Member 2010-present
 - Determine what needs graduate students have and how SWE can assist them
 - Promote graduate education to undergraduates
- Scholarship Committee (FY14)
 - Determine how regional funds will be awarded through scholarships
 - Promote region branding to help raise funds
 - Develop ways to raise scholarship funds
- Awards Committee (FY14)
 - Make recommendations for FY15 Region i Awards
 - Work with RCT to implement Collegiate Awards Program
 - Promote Society Awards at the section level

Region C

- Region C Conference Attendee (Spring 2014)

Collegiate Sections and Leadership (DATES – Present)

XXXX University

- President (Spring 2013 – present)
 - List accomplishments
- XXX Committee Member 2010-2013
- XXX Committee Chair 2012-2013

Professional Sections and Leadership (DATES – Present)

XXXX Section

- President (Spring 2013 – present)
 - List accomplishments
- XXX Committee Member 2009-2010
- XXX Committee Chair 2010-2011

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Other Volunteer Organizations

- IEEE member since 2010
 - Chair of Tulsa IEEE Section FY14
 - Vice Chair of Tulsa IEEE Section FY13
- SHPE member since 2013
- Community volunteer at local Boys and Girls Club (since 2010)

Other Leadership Experiences/Honors

- XXXX University Student Government Representative (2011-2014)
- Captain of the XXXX University Club Lacrosse Team
- XXXX Sorority
- XXXX Honor Society

SWE Leadership Positions Sought in the next 2-3 years:

Serve as Region Governor

Serve on the Society Board of Directors

Serve on the Society Board of Trustees

Chair a society level committee