**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.

**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

**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)

**Society**

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

**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