

Sample Resumes- Older Worker

As an older worker, Donald does not put down the date when he received his B.S. (1969). In this way he does not call attention to his age. He could also take the last three positions and summarize them in a short paragraph under "Other Relevant Work Experience."

Donald W. Edwards
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Telephone: 914-555-2346

Director of Engineering Services

EDUCATION

Polytechnic Institute, M.S.
Major - Industrial Engineering
(Anticipated - 1994)

College of the City of New York, B.S.
Major - Mechanical Engineering

GENERAL BACKGROUND

Nineteen years varied experience in mechanical engineering with the following firms:

- CHIEF ENGINEER** Elton Manufacturing Co., New York City
1974 - present (Confidential)
- PROJECT ENGINEER** Southern Machine Works, Inc., Patterson, NJ
1972 - 1974
- DESIGN ENGINEER** MADA Inc., Yonkers, NY
1967 - 1972
- SYSTEMS ENGINEER** U.S. Army Material Area
1960 - 1967

SPECIFIC EXPERIENCE

DESIGN & DEVELOPMENT - Medium and light machinery in steel mills and manufacturers of farm implements, vending machines, food processing and packaging machines. Designed and developed both automatic and special machines, instrumental systems, hydraulic, pneumatics, tooling, machine conversion flight simulators.

PLANT LAYOUT & PRODUCTION ENGINEERING - Planning for production efficiency and utilization of space and staff. Purchasing and installation of machinery and equipment; modernization; maintenance. Quality control; use of industrial engineering techniques and machine shop practices.

ADMINISTRATION & SUPERVISION - Over-all supervision of engineering and production staffs of 100 to 500 workers. Direct administration of design and development departments. Budgeting, contracts, customer contact. Schedules, programs, department coordination, estimating procurement. Hired professional staff. Progress reports; management review.

RESEARCH - Experimentation; devise tests and reliability studies; new product evaluation.

PROFESSIONAL AFFILIATIONS

Member - American Society of Mechanical Engineers

LICENSE

Professional Engineer (New York)