

Student Project Summary - format

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It helps to prepare some written Summary Reports (1-2 pages each) of some of your Student Projects, to bring to a Job Interview to show to a Hiring Manager, along with your separate Resume. Make sure these Student Projects are mentioned briefly on your Resume, as well.

You can also use this format to prepare a short summary of your Senior Design Project, since the Executive Summary in the Final Report may not be a stand-alone document.

Shown below is a format of how to write up some of your Student Projects or Internship projects.

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(if longer than 1 page)

Your Name

Title of the Project: _____

Type of Project: _____

[Student Class Project for a specific class, or done as an Internship, or part of your regular Work History.]

Size of the Study Team: _____

[Was this a single person study, or multi-person Team, and also if a cross-functional Team.]

Name of the Company/Customer/Owner: _____

[This only applies to a real company project, not a theoretical project with no customer.]

Objectives of the Project: _____

(This may be 1-2 paragraphs in length.)

[This is the stated Objective(s) that this project is supposed to resolve when completed.]

Description of the product, or this facility: _____ (This

may be several sentences or paragraphs in length. You might want to attach a picture of the products, or a link to their product or services website.)

[This will help put the entire project in perspective for a hiring manager reading it.]

Methodology Used: _____

(This may be a bullet list of the major steps taken during the project; in the order they were done.)

[This is not intended to be as detailed as the Project Schedule or Work Breakdown Structure, but it should reflect several of the major activities.]

Data Used and Detailed Findings: _____

(A general description or some examples of the data and the findings.)

[Some of the main deliverables coming out of the project.]

Alternatives Considered: _____

(A brief description of the alternatives, if applicable.)

[List and describe the alternative options considered.]

Comparison Methods Utilized: _____

(This may be a detailed portion of the Methodology, that describes if a Cost Comparison or a Simulation was used to pick the best alternative.)

[Briefly describe the comparison methods used to pick the Final Recommendations.]

Final Recommendations or Results: _____

(This may be several items or a list of final results & recommendations.)

[A summary of the brief results from the project, or the items Implemented, or the next steps planned.]