

Executive Summary:

Mr./Mrs./Ms. last name has spent [number of years] years working in the United States [specify the industry/academia/etc.] industry/academia in engineering, management and consulting roles. His objective is to be successfully elevated to the IEEE Senior Member.

Education (5, 4, or 3 years)

- (1) Ph.D. (5 years), Field-University (or Institution)'s Name, City, Country, Ph.D. Dissertation: "Title," Graduated in Month, Year.
- (2) M.S. (4 years), Field-University (or Institution)'s Name, City, Country, M.S. Thesis: "Title," Graduated in Month, Year.
- (3) B.S. (3 years), Field-University (or Institution)'s Name, City, Country, B.S. Project [if applicable]: "Title," Graduated in Month, Year.
- (4) Memberships: IEEE, first IEEE Society, second IEEE Society.
- (5) Speeches/Presentations/Workshops:
 - a. **First Initial. Last Name Title**, Speeches/Presentations/Workshop IEEE Cont., City, State Initials, Month year.

10+ Years of Experience

- (1) If the candidate has listed Ph.D. then he needs five years from his Ph.D. date of graduation
- (2) If the candidate has listed M.S. then he needs six years from his M.S. date of graduation
- (3) If the candidate has listed B.S. then he needs seven years from his B.S. date of graduation
- (4) NOW! If the candidate has listed all three then if either one is true then he has 10+ Years of Experience!
- (5) If the candidate has listed Ph.D. and 5+ years of experience then from his/her Ph.D. then the candidate does not need to show more experience.
- (6) ***Starting from the most recent to the least recent***
- (7) ***Title, Starting Month, Year-Present***, Institution's Name, City, State, (Country if outside the USA), Short description of accomplishments.
- (8) ***Chief Technologist, President, starting year-present***, Company Name, City, State. Contracted by [Company's Name] Research Centre to act as technical expert in the area of [specialty] for a novel [device] during the design and validation phases. Provided validation measurement data and supporting simulation and analysis to [Company's Name] end user to demonstrate the final design functioned correctly and reliably.
- (9) ***Title, Starting Month, Year-Ending Month, Year***, Institution's Name, City, State, (Country if outside the USA), Short description of accomplishments.
- (10) ***Senior Member Technical Staff, starting year-ending year***, Company Name, City, State. Contracted by [Company's Name]. Developed underlying design methodologies and core IP for a new technique for distributing and probing [specific techniques A] using [specific techniques N]. This technology permitted Company Name to perform [specific technique C] validation measurements on the [specific technique D] interface.
- (11) Member, Institute of Electrical and Electronics Engineers (IEEE), [#number, number-of-years years]
- (12) I am willing to serve in the IEEE Boston Section.

5+ Years of Significant Performance

Things that may qualify as significant performance are:

- (1) Team leader, supervisor, or program manager
 1. ***Principal Engineer, Company's Name***. Company's Name, City, State. Starting Year-Ending Year
 2. ***Manager, Corporate Company's Name***. Company's Name, City, State. Starting Year-Ending Year
 3. ***Co-Founder and President, Company's Name***. Company's Name, City, State. Starting Year-Ending Year.
- (2) Research papers, search oriented courses, tutorials
Conference proceedings papers:
 1. ***Single Author (highest weight)***
 - a. **First Initial. Last Name Title**, Tutorial IEEE Cont., City, State Initials, Month year.
 2. ***Primary author (high weight)***
 - a. **First Initial. Last Name**, same for other co-authors, "Title," in Proc. ..., City, State, pp. *-*, Mon. year.
 3. ***Co-author (medium weight)***
 - a. **First Initial. Last Name**, same for other co-authors, "Title," in Proc. ..., City, State, pp. *-*, Mon. year.

- (3) Substantial design
- a. Company's Name
 - i. From start year to end year, built & deployed [substantial design project title] systems including [substantial design project products].
 - b. Company's Name
 - i. Substantial design papers e.g., EDA, Tech forum presentations, white papers, substantial design document report, other technical SBIR, reports etc.

(4) Publications of technical papers, books, or inventions

Journal papers:

1. **Single Author (highest weight)**
 - a. **First Initial. Last Name** "Title," *Journal (or magazine) Title*, vol. *, no. *, pp. *-*, Mon. year.
2. **Primary author (high weight)**
 - a. **First Initial. Last Name**, same for other co-authors, "Title," *Journal (or magazine) Title*, vol. *, no. *, pp. *-*, Mon. year.
3. **Co-author (medium weight)**
 - a. **First Initial. Last Name**, same for other co-authors, "Title," *Journal (or magazine) Title*, vol. *, no. *, pp. *-*, Mon. year.

Books:

1. **Single author (highest weight)**
 - a. **First Initial Last Name**, *Title* Number of ed., City, State: Publisher's Name, number pg., Mon. year.
2. **Primary author (high weight)**
 - a. **First Initial1 Last Name1, First Initial2 Last Name2 etc.** *Title* Number of ed., City, State: Publisher's Name, number pg., Mon. year.
3. **Co-author (medium weight)**
 - a. **First Initial. Last Name**, same for other co-authors, "Title," *Journal (or magazine) Title*, vol. *, no. *, pp. *-*, Mon. year.

Patents:

1. **Single inventor (highest weight)**
 - a. **First Initial Last Name**, "Patent Title," *US Patent number*, Mon. year.
2. **Co-inventor (high weight)**
 - a. **First Initial1 Last Name1, First Initial2 Last Name2 etc.** "Patent Title," *US Patent number*, Mon. year.

(5) Technical direction or management

1. Evaluation of proposals, consultations, reviewer of technical journals and or magazines.
2. Director, Vice President etc., Session chair, Technical committee work of Conferences etc.

(6) Recognized contributions to the technical welfare of technical profession

Google scholar search candidates citations or recognition

Journal papers or magazine article citations:

1. **Single Author (highest weight)**
 - a. **First Initial. Last Name**, same for other co-authors, "Title," *Journal (or magazine) Title*, vol. *, no. *, pp. *-*, Mon. year.
2. **First-author (high weight), & Co-author (medium weight)**
 - a. **First Initial. Last Name**, same for other co-authors, "Title," *Journal (or magazine) Title*, vol. *, no. *, pp. *-*, Mon. year.

(7) Development or furtherance of important technical courses that fall within the IEEE designated fields of interest

Book citations:

1. **First Initial Last Name**, *Title* Number of ed., City, State: Publisher's Name, number pg., Mon. year.
2. **First Initial1 Last Name1, First Initial2 Last Name2 etc.** *Title* Number of ed., City, State: Publisher's Name, number pg., Mon. year.

- (8) Contributions as Technical Editing, Patent Prosecution, and Patent Law to advance progress substantially in IEEE designated fields

Patents Citations:

- a. First Initial Last Name, "Patent Title," *US Patent number*, Mon. year.
- b. First Initial1 Last Name1, First Initial2 Last Name2 etc. "Patent Title," *US Patent number*, Mon. year.

- (9) Professional awards and licenses

1. IEEE awards, Non IEEE awards, PE licenses etc.
2. Company or institution awards
3. State or government awards
4. May considered as substantiation of professional experience and performance
5. You may also write "Working on it" if the candidate is working towards accomplishment of any goal.

References

Three Senior/Fellow/Honorary Member Reference names

- (1) First Name Last Name, (Life) Fellow Member IEEE Number, Boston (or other Section's name) Section, email or
- (2) First Name Last Name, Honorary Member IEEE Number, Boston (or other Section's name) Section, email or
- (3) First Name Last Name, (Life) Senior Member IEEE Number, Boston (or other Section's name) Section, email