

Experience Update Hints

Use one paragraph (block) per employer NOT one paragraph (block) per project. List position, name and location of employer. Then summarize all of your duties with that employer in three sentences or less. Please do not attach a resume or project list.

We do not need to know how many people you supervise, the monetary amounts of your projects, or your management skills. We are trying to evaluate your technical engineering and surveying experience.

The supervisor information requirement is new as of November 2000. Ohio law does not require engineering applicants to work for a PE but surveying applicants must have two years experience under a PS. If you had several supervisors during an employment, just get one signature. If the supervisor(s) is unavailable or unwilling to provide the information, please briefly explain why.

Here's an example:

Project Engineer
XYZ Inc.
2555 Main St, Columbus, Ohio
June 1998 to present
75% engineering

Design roads and commodes in central Ohio. Inspect construction during the project. Write maintenance (and flow) reports after construction completed.

Supervisor: Joann Schmo, 614-466-3000, jschmo@aol.com
(Supervisor Signature) (Date) (PE#) (State of Registration)

Engineer Intern
ABC Corp.
199 North St, Cleveland, Ohio
June 1996 to May 1998
100% engineering
Wrote specifications for HVAC equipment installation. Troubleshoot electromechanical failures. Performed QA audits.

Supervisor: John Neer, 340-215-3666, jneer@abc.com
Mr. Neer could not sign my letter because he lives in Tahiti after selling his company to Microsoft.

References

REFERENCES

Joann Schmo, PE#

John Neer

Big Boss, PE#

Former Professor, PE#

Mom

(Notary Sign and Seal)