

Resume' Anatomy

General Rules Regarding
Resume' Construction

Resume'

What is it for?



- A sales instrument for yourself to get you an interview
- Sets a structure for the interview
- Reminds the interviewer about you later
- Justifies hiring decision to others
- Recruiters say that you have about 30 seconds or less to make them want to pursue you

General Rules

- Keep it to one page
- Fancy is not better!!
- Keep it organized and visually appealing
- Don't hold back! Toot your own horn!!!
- NEVER, EVER TELL SOMETHING THAT ISN:T TRUE!!!



HOME SEARCH The New York Times

State Farm Bank, F.S.B., Bloomington, IL, NMLS ID 139716

ARCHIVES | 2001

Notre Dame Coach Resigns After 5 Days and a Few Lies

By JOHN W. FOUNTAIN WITH EDWARD WONG SEPT. 10, 2400

Five days after naming George O'Leary its new head football coach, the University of Notre Dame announced today that O'Leary had resigned suddenly after admitting to falsifying parts of his academic and athletic background.

ROCKY T. ROCKET

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Toledo, OH 43611
(419) 555-1234

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OBJECTIVE	To obtain a construction co-op position where I can utilize my management skills, quality assurance, civil design, and communication experience.	
EDUCATION August 2014 - Present	The University of Toledo <i>Bachelor of Science in Construction Engineering Technology</i> <i>Minor: Business Administration</i>	Toledo, OH
	<ul style="list-style-type: none">• Anticipated Graduation Date: December 2018• Grade Point Average: 3.751	
HONORS & AWARDS	<ul style="list-style-type: none">• University of Toledo Blue and Gold Rocket Scholarship recipient• Dean's List: Spring 2015• Presidents List: Summer 2016	
COMPUTER SKILLS	<ul style="list-style-type: none">• Microsoft Office Suite 2013• WinEst estimating software• Google Sketch-Up	<ul style="list-style-type: none">• AutoCAD 2014: 2-Dimensional drafting• Microstation v8i: 2-Dimensional drafting• Microsoft Visual Basic
ENGINEERING EXPERIENCE September 2016 – January 2017	Flutz Construction Company <i>Asst. Project Manager (Co-op)</i>	Maumee, OH
	<ul style="list-style-type: none">• Assisted project superintendent with daily project coordination• Supervised subcontractors• Trained subcontractors on safety regulations• Assisted project manager in estimating and scheduling work• Communicated with subcontractors to schedule and complete work	
January 2016 – June 2016	Bonkers Engineering Services <i>Co-op Designer</i>	Mogadore, OH
	<ul style="list-style-type: none">• Designed storm sewers• Generated grading plans• Assisted in SWPPP design and permitting• Designed wet & dry detention basins• Developed preliminary cost estimates	
EXPERIENCE October 2014 - Present	Too Big to Fail Company <i>Customer Service Rep</i>	Toledo, OH
	<ul style="list-style-type: none">• Part-time employment during school when not on co-op assignments• Answer customer calls and assist with service contract problems	
COLLEGIATE ACTIVITIES	<ul style="list-style-type: none">• Mascot of the University of Toledo at all athletic events 2016-17• American Society of Highway Engineers, Student Member• Member UT OCA Student Cost Estimating Team 2017	
SPECIAL SKILLS & INTERESTS	<ul style="list-style-type: none">• OSHA 30 Hour Safety Card• ACI Concrete Testing Technical Level 1 Certification	

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Professional
Email
Address



Contact Information

- Name in Bold Text & CAPS
- Current Address
- Professional Email Address
- Line below contact info

- Horizontal line draws reader's eye to start at this point.
- Makes reader start reviewing the important info past this point!!!
- No one gets a job from the contact info!!

Should you use a nickname?

- If you have a long name and everyone calls you by your nickname: Rockwell The Rocket =
Rockwell T. "Rocky" Rocket

The Line!



OBJECTIVE

To obtain a construction co-op position where I can utilize my management skills, quality assurance, civil design, and communication experience.



2 Line Max

Career Objective

- Address two things
 - What do you want?
 - Why do you want it?
- Try to keep to 2 lines maximum
- 10 second rule!!

EDUCATION

August 2014 -
Present

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Bachelor of Science in Construction Engineering Technology

Minor: Business Administration

- Anticipated Graduation Date: December 2018
- Grade Point Average: 3.751

Toledo, OH

GPA X.XXX

**HONORS &
AWARDS**

- University of Toledo Blue and Gold Rocket Scholarship recipient
- Dean's List: Spring 2015
- Presidents List: Summer 2016

**COMPUTER
SKILLS**

- Microsoft Office Suite 2013
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Education

- School & Location
- Degree
- Dates of Attendance
- Overall GPA
- Honors & awards pertaining to education
- Relevant discipline specific skills

- Get the degree name correct!!
- MUST have GPA even if not dandy. Employers will think you are hiding something

EDUCATION

August 2014 -
Present

The University of Toledo

Bachelor of Science in Mechanical Engineering Technology
Minor: Physics

Toledo, OH

- Anticipated Graduation Date: May 2020
- Grade Point Average: 3.215

August 2013 -
May 2014

The University of Elsewhere

Major: Left Handed Widget Technology

Nowhere, OH

Other Schools

List all institutions of higher education you may have attended as a degree-seeking student

- List degree earned but only major if not
- Dates of Attendance
- GPA optional here

What about high school?

- Generally leave off all HS information unless:
 - You did something INCREDIBLE there.
 - You've tailored your resume' for a local company which might give you an edge.

EDUCATION

August 2014 -
Present

The University of Toledo

Bachelor of Science in Construction Engineering Technology
Minor: Business Administration

Toledo, OH

- Anticipated Graduation Date: December 2018
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**HONORS &
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- Dean's List: Spring 2015
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**COMPUTER
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- Microsoft Office Suite 2013
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Skills

- What did you learn here that might help an employer?
- Don't leave anything off that is unique!
- May omit MS software if it's crowded



- Use Bullets
- Double Stack
Sparingly

Non-computer technical skills also important

- Surveying systems (CET)
- Special testing equipment (EET, MET)
- Network hardware (CSET)

Change section title to "Acquired Skills" if included

**ENGINEERING
EXPERIENCE**

September 2016 –
January 2017

Flutz Construction Company

Asst. Project Manager (Co-op)

- Assisted project superintendent with daily project coordination
- Supervised subcontractors
- Trained subcontractors on safety regulations
- Assisted project manager in estimating and scheduling work
- Communicated with subcontractors to schedule and complete work

Maumee, OH

January 2016 –
June 2016

Bonkers Engineering Services

Co-op Designer

- Designed storm sewers
- Generated grading plans
- Assisted in SWPPP design and permitting
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Mogadore, OH



Experience

- Engineering Positions First
- Jobs in Reverse Chronological Order (Most recent at the top)
- Repeat format with line between for multiple jobs
- Company, Location & Position
- Verify date continuity
- Use action words in past tense for past jobs

Company,
Location &
position

Action Words

- Used to convey completion of tasks and responsibilities
- Past tense for past jobs
- Present tense for current or ongoing positions

Accomplished

Analyzed

Achieved

Coordinated

Contributed

Delegated

Designed

Devised

Enhanced

Established

Formulated

Generated

Implemented

Supervised

Trained

Researched

Tested

- Worked as network administrator with responsibility for administration and troubleshooting.

Sell with details & numbers

- Be descriptive in your duties
- Details & numbers quantifying tasks mean more
- Which description of the same job looks better?

Same Job!!

As network administrator:

- Created in excess of 750 user scripts
- Installed 16 workstations
- Administered security codes to 350 clients
- Solved stress-causing malfunctions in operating system and 23 software platforms

EXPERIENCE

October 2014 -
Present

Too Big to Fail Company

Customer Service Rep

- Part-time employment during school when not on co-op assignments
- Answer customer calls and assist with service contract problems

Toledo, OH



Use Present for
ongoing work date
or Summer 20XX
for a summer job



Present job =
Present tense
action words

Experience

- Other Experience after Engineering Positions
- Jobs again in Reverse Chronological Order
- One line separation from Engineering Experience
- Employers are looking for work ethic and personal and teamwork skills

**COLLEGIATE
ACTIVITIES**

- Mascot of the University of Toledo at all athletic events 2016-17
- American Society of Highway Engineers, Student Member
- Member UT OCA Student Cost Estimating Team 2017

**SPECIAL SKILLS &
INTERESTS**

- OSHA 30 Hour Safety Card
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Tailor heading to
contents

Other Qualities

Collegiate Activities:

- Shows that you are involved in more than just studying

Special Skills & Interests

- Added professional capabilities, other languages or personal interests that make you look good!!
- Should be applicable
- Dates where appropriate

ACADEMIC PROJECTS

Spring 2017

Collaborated with a team of four peers to design a reconfigurable thermal modeling environment for testing and validation of building controls algorithms.

Fall 2017

Led a team of three peers to produce a report detailing government response and action for a theoretical radioactive attack on Michigan Stadium in Ann Arbor.

Academic Projects

If you are light on experience, consider inclusion of academic projects

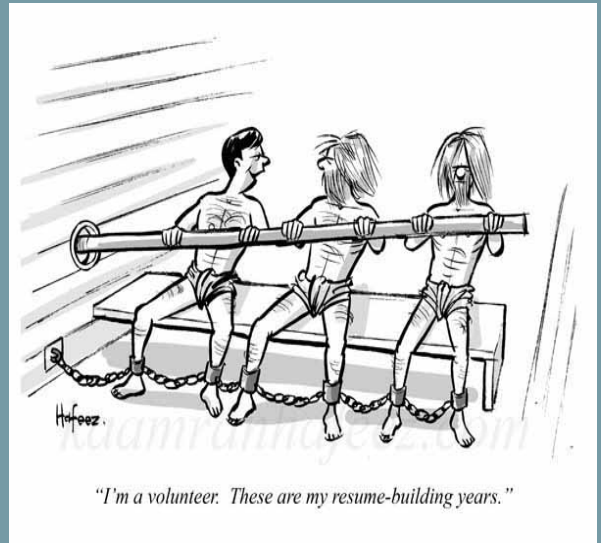
- Include only relevant subject matter
- Be descriptive
- Limit to two lines per project

- Senior Capstone
- Course Projects
- Drafting Projects
- Design Portfolios
- Analysis Reports
- Computer Programs & Apps

Get in the Game!!!

No experience at all?

- Get some!! Even minimal work experience, paid or unpaid shows your work ethic & responsibility
- Include part-time, volunteer, temporary work
- Work at home or for family business



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Bold & CAP

1 Line Spacing

EXPERIENCE

October 2014 - Present

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Bold Title

COLLEGIATE ACTIVITIES

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Resume' Do's



"Your resume says you spent 'fore years at collej.'"

- Format your resumé clearly.
- Proofread many times.
- Ask others to look at your resumé.
- Begin each bullet point with a verb (unless it's an explanation).
- Include paid and unpaid experience to demonstrate the range of what you've done.
- Tailor resume's to particular companies.
- Include numbers and project names to elaborate tasks
- Be clean, clear & consistent!
- Keep it updated
- Remember that most employers will only look at your resumé for 15-30 seconds.

Resume' Don'ts



- DON'T make your reader dig for information.
- DON'T tell everything you've ever done.
- DON'T use complete sentences.
- DON'T include personal information, such as age, race, marital or health status.
- DON'T make your resumé too dense, busy or cute.
- DON'T use a font smaller than 10 point.
- DON'T use fancy fonts that are hard to read.
- Don't over use multiple fonts and font sizes.
- DON'T include "References available upon request"

Remember



Your Resume'
is a reflection
of you!!!