

2012 SCE RESUME WORKSHOP

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Resumes

1. Content:

- a. **Name and Contact Information:** You want your name to stand out and your contact information should be clearly stated.
- b. **Objective:**
 - i. Should be to the point and concise stating just what you are looking for.
 - ii. Specify what you want to do: Internship? Full-time? Part-time? Structural? Transportation?
 - iii. Spend time on this part of your resume! Employers don't have a lot of time to read resumes, so a strong objective can make you stand out.
- c. **Education:** Where, when, what degree you're pursuing, grad date and GPA (if good). Also list any awards or scholarships you may have won.
 - i. **GPA:** Don't feel obligated to put this information unless it's great.
 - ii. **FE:** This would be a good place to state you passed the FE or when you plan on taking the test.
- d. **Work Experience:**
 - i. Put any and all work experience. Employers like to see that at some point in time you were given responsibilities and know how to work with others. Please note, it does not have to be engineering related.
 - ii. Also state what you did: manager, asst. manager, team leader, etc. Use **strong action verbs** to describe your duties and responsibilities.
- e. **Skills, Activities, Extracurricular: This is very important**
 - i. List any club memberships, team sports, intramurals, awards, certifications, conferences, volunteer work.
 - ii. Anything that would tell an employer what else you do, besides attend school. Team activities are especially important because it tells the employer that you work well on a team.
 - iii. Do not list Microsoft Office or Microsoft XP as a skill, this is implied. Only list technical software such as AutoCAD or RISA.
 - iv. Leave out high school activities unless you are a freshman or you were valedictorian of your graduating class...I don't care that you played for the junior varsity football team.

- v. Leave out personal information that can be shared during an interview, such as phrases similar to “I work well on teams” or “I have strong written and verbal communication skills”.
- f. **References:** Lastly, state that upon request references will be provided. This tells the employer that you have people in mind and can provide those at any time. Also, have a list saved of possible references and their contact information: Professors, supervisors, coaches, advisors, etc.

2. Aesthetics

- a. **One Page:** Keep your resume to one sheet, unless you are a Ph.D. student with several publications or this is your second career.
- b. **Clean Format:** You want your resume to be easy to read! If you have to, utilize a resume template in Word or find one online. This is a great starting point but modify the template so your resume is different from everyone else.
- c. **Professional Fonts:** Do not use some crazy font for your resume...usually Arial or Times New Roman should be used. Just make sure it is easy to read and not too small.
- d. **Make your name stand out:** Increase the font size so your name is prominent and easy to find.
- e. **SPELLING SPELLING SPELLING: DO NOT MISSPELL ANYTHING!** Have a second set of eyes review your resume to make sure there are no typos or grammatical errors.
- f. **Paper type:** Use a thicker weight paper and consider using an off-white color...this will again make your resume stand out. Try OfficeMax or Staples, they have actual resume paper for this situation.

Interviews

- 1. **Professional Attire: You only have one chance to make a first impression!**
 - a. **Men:** Shirt, Tie, Jacket (optional), Slacks, Dress Shoes...make sure everything is ironed and clean
 - b. **Ladies:** Collared shirt, Pants, Jacket (optional), skirt but at least down to the knees
- 2. **Research the company:**
 - a. Find out what they do and how do it
 - b. Determine if they have any current projects that you might be interested in
- 3. **Questions:**
 - a. **Have questions prepared:** You are interviewing them the same way they are interviewing you. Don't be afraid to ask questions.
 - b. **Salary Question:** Do some research and know what you are worth. If you are asked how much you expect to be paid, have a number in mind. Remember, if you aim low that's probably where you'll hit.
- 4. **Follow-up:**
 - a. **Call or email a few days after to follow up:** This lets the employer know you are interested in the job and care how the interview went.

BOSTON COLLEGE CAREER CENTER ~ ACTION VERBS

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA

Management skills	Communication skills	Clerical or detailed skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

WILBUR T. WILDCAT

OBJECTIVE

To begin my professional career with a company that will provide challenging opportunities to advance in civil engineering with an emphasis in transportation

EDUCATION

University of Arizona, Tucson, AZ August 2009-Present
Bachelor of Science in Civil Engineering

- Expected Graduation Date: Dec 2012
- Passed FE Exam, April 2012

PROFESSIONAL EXPERIENCE

Wildcat Engineering, Tucson, AZ January 2011 – Present
Intern

- Completed Time Sensitive Drafting Tasks for Licensed Professional Engineers
- Performed Hydrology Calculations for Magee Road Widening Project
- Utilized InRoads software to model cut/fill for Starr Pass Intersection Improvements

University of Arizona, Tucson, AZ August 2009 – January 2010
Mascot

- Coordinate with athletic teams to provide support and positive reinforcement for athletes

SOFTWARE SKILLS

MicroStation V8, InRoads, AutoCAD, Civil 3D, StormCAD, FlowMaster, CulvertMaster, Synchro, HCS 2000, ArcGIS, AutoTurn

PROFESSIONAL MEMBERSHIPS

American Society of Civil Engineers (ASCE) August 2010-Present

EXTRACURRICULAR ACTIVITIES

Planned and Executed 2011 Heart Healthy Charity Golf Tournament

- Raised \$5,000 for American Heart Association

2009-2010 Tucson High School Mentor

AWARDS RECEIVED

2010-2011 ASCE Arizona Section Scholarship

2009-2010 University of Arizona Scholarship

REFERENCES

Provided upon request