

## Resume Content Guide

### Name and Contact Information

- At the top of the resume
- Include email and phone number
- Can include LinkedIn, keep in mind someone may receive a hard copy where a hyperlink wouldn't work

### Objective Statement

- Clear, very brief description of the role being sought
- Example: "Seeking summer internship in transportation civil engineering"

### Education

- At a minimum, include the school and degree earned or in progress
- Graduation date or expected graduation date
- Undergrads: may be applicable to include completed major-specific courses that would be applicable to what you are seeking
- Beginning of career: can be good to include your GPA (if it is good)
- Already started career: Education section should just be school(s), degree(s), and can include date(s)

### Licensure

- Can combine with Education if desired and call it something like "Education and Certifications"
- Add tests passed if applicable to the position you are applying for (For example, "Passed NCEES Fundamentals of Engineering Exam") and if your license information doesn't show you've passed it
- Add your licensure/certification information – include the license type, date, and jurisdiction for each license

### Experience

- List company, your role, and the dates
- List them from most recent to least recent
- Include descriptions of what you did – start with action verbs like "Calculated" or "Coordinated"
- Longer isn't better – you want the descriptions to be relevant and concise
- If you are later in your career, some of the older roles may not need much description unless they are particularly applicable to the role you are seeking

### Skills

- Languages spoken (and proficiency level, if applicable)
- Software – do not include those that everyone in school should know (Word, Excel, PowerPoint)
- Avoid "soft skills" – those should be demonstrated with the experience and interview answers or shared by your references

### Activities/Organizations

- List the professional or service organizations you are involved in and dates along with any positions held

### Awards, Presentations, Publications

- Add a section or awards, presentations, and/or publications if applicable

### General Contents

- Examples of successful teamwork
- Examples of successful problem solving
- Proper spelling
- Consistent and clear formatting

## Resume Review Worksheet

### Legend

x = complete, inc = incomplete, n/a = not applicable, ? = may be applicable

### Name and Contact Information

Status	Item	Comments
	Located at the top of the resume	
	Email address and phone number	
	LinkedIn	

### Objective Statement

Status	Item	Comments
	Position being sought	

### Education

Status	Item	Comments
	School(s) and degree(s)	
	Graduation date(s)	
	Undergrads: relevant courses	
	Early career: GPA (if good)	

### Licensure

Status	Item	Comments
	Passed licensure exams	
	License/Certification type	
	License/Cert jurisdiction(s)	

### Experience

Status	Item	Comments
	Company, role, and date	
	Order from most to least recent	
	Descriptions start with verbs	
	Appropriate length of descriptions	

### Skills

Status	Item	Comments
	Languages spoken	
	Software	
	Exclude "soft skills"	

### Activities and Organizations

Status	Item	Comments
	Organizations	
	Positions held	
	Dates	

**Awards, Presentations, and Publications**

Status	Item	Comments
	Relevant information	

**General Review Items**

Status	Item	Comments
	Examples of teamwork	
	Examples of problem solving	
	Proper spelling	
	Consistent and clear formatting	

**Additional Comments**