

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