

Font Styles: Times
New Roman or Arial

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Name: 14-16

JOHN CONSTRUCTION

620 Main Street • Wayne, NE 68787 • (402) 375-0000 • joconstruc@msn.com

OBJECTIVE

To obtain a position as a Construction Manager

Use clear,
concise
objective

EDUCATION

Bachelor of Science Degree in Industrial Technology
Concentration: Industrial Management - Construction
Wayne State College, Wayne, Nebraska
Expected Graduation: May [year]

RELATED SKILLS

- Carpentry/Framing
- AutoCAD Software
- Cost-estimating
- Cabinetmaking and Millwork
- Interior and Exterior Finishing
- Electrical
- Roofing
- Blueprint Interpretation

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Body of
Resume: 11-12

EXPERIENCE

Carpenter, Vakoc Construction, Wayne, Nebraska August [year]-Present

- Assist with the construction of an assisted living home
- Set and square prefabricated trusses
- Perform basic framing and electrical duties
- Install cabinets in kitchens and bathrooms

List jobs - most
recent first

Watch
verb
tenses
—use
present
tense if
still at
job/
past
tense if
not.

Carpenter, CJA Remodeling, Des Moines, Iowa Summers, [year]-[year]

- Assisted in the building of homes
- Met construction deadlines and quality standards
- Framed and roofed buildings
- Measured and cut materials to match blueprint specifications

Start each
description
with a strong
action verb

Lifeguard, City of Des Moines, Des Moines, Iowa Summer, [year]

- Taught swimming lessons to all ages and levels of swimmers
- Ensured safety of patrons through enforcement of pool policies

Farmhand, Wagner Farms, Urbandale, Iowa June [year]-May [year]

- Operated large machinery and performed maintenance on equipment
- Performed a wide variety of farm and ranch duties

ACTIVITIES

Industrial Technology Club
Habitat for Humanity
Epsilon Pi Tau
Intramural Sports

Get involved!
Employers like to
see students who
have been active
on-campus and in
the community.

Second page should at least have your name and page 2, or can use same heading as Page 1.

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REFERENCES

Mr. Greg Vander Weil
Asst. Professor
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grvande1@wsc.edu

Mr. John Doe
Foreman
Vakoc Construction
110 South Logan
Wayne, NE 68787
(402) 375-0000
johndoe@vakoc.com

Ask references before using and ask where they wish to be contacted (home or work).

Mr. Bob Jackson
Owner
CJA Remodeling
413 North 72nd Street
Des Moines, IA 00000
(515) 111-0000
cjaremodeling@yahoo.com

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.