

Resume Ideas



College Intern (with little or no industry experience)

- ▶ **Keep your job search objective short and direct.**

Example: Seeking an internship with a respected Chicago area GC/CM.

- ▶ **Identify your school, major/minor, GPA.**

If you've already taken some construction-related classes, list them so the companies can gauge how far along you are in the sequence.

- ▶ **List any construction work experience.**

Including company name, location, duration, role, project description, responsibilities. Be specific on your actual responsibilities. If you worked during the school year, identify the hours per week. Identify any industry-specific computer software you're familiar with. If you have no construction experience, briefly describe why a construction management career is of interest to you.

- ▶ **List any non-industry work experience.**

Including organization name, location, duration, role, responsibilities. Be specific on your actual responsibilities. If you worked during the school year, identify the hours per week.

- ▶ **Identify your extra-curricular activities.**

Within this list, describe any formal or informal leadership roles you had. Call out your specific contributions to the organization. In other words, how did you help to make the organization "better"?

If you have room left on the first page of your resume, feel free to add any other information you feel is important at the end.

Resume Ideas



College Grad (with some industry experience)

- ▶ **Keep your job search objective short and direct.**

Example: Seeking Project Engineer position with a respected Chicago area GC/CM.

- ▶ **Identify your school, major/minor, GPA.**

Don't take up valuable space on the resume listing all the relevant classes since the company generally knows what classes grads have taken from each school. Instead, highlight any particular specialization you may have like Mechanical, Electrical, or Structural Engineering or even LEED Accreditation, for example.

- ▶ **List any construction work experience.**

Including company name, location, duration, role, project description, responsibilities, and a reference. Be specific on your actual responsibilities. If you worked during the school year, identify the hours per week. Identify any industry-specific computer software you're familiar with.

- ▶ **List any non-industry work experience.**

Including organization name, location, duration, role, responsibilities. Be specific on your actual responsibilities. If you worked during the school year, identify the hours per week.

- ▶ **Identify your extra-curricular activities.**

Within this list, describe any formal or informal leadership roles you had. Call out your specific contributions to the organization. In other words, how did you help to make the organization "better"?

If you have room left on the first page of your resume, feel free to add any other information you feel is important at the end.

Resume Ideas



Working professional (with full-time industry experience)

- ▶ **Keep your job search objective short and direct.**

Example: Seeking “title” position with a respected Chicago area GC/CM.

- ▶ **List any construction work experience.**

Including company name, location, duration, role, responsibilities. Be specific on your actual responsibilities. Provide an attachment that itemizes the specific projects you’ve been part of. Include the project name, client name, value, square feet, completion date, and a brief description.

- ▶ **List any non-industry work experience.**

Within this list, describe any formal or informal leadership roles you had. Call out specific contributions as a leader.

- ▶ **List any special training, skills, software knowledge, etc.**

- ▶ **Identify your school(s), degree(s), major/minor, GPA.**

- ▶ **Provide references when you’re ready to do so.**

Suggested categories include co-workers, supervisors, subordinates, subcontractors, architects, and clients. A minimum of 6-8 is preferred.