Resume Features

Content Features

Common Contents

--Education
--Work History
--Skills and Knowledge
--Honors/
Awards/Licenses/Certificates
-- Activities/Organizational
Memberships
--References

Name

Contact information

Objective statement

Heather Benson
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Current
3268 University Station
Clemson, SC 29632
(864) 858-7632

Permanent
801 S. Wallace Road
Florence, SC 29506
(843) 665-7497

OBJECTIVE

Internship in civil engineering to apply skills and to advance in the field.

EDUCATION

BS in Civil Engineering. Clemson University, Clemson, South Carolina, December 2003.

EMPLOYMENT HISTORY

Student Engineering Intern, Hayes, Seay, Mattern & Mattern, Inc., Florence, South Carolina,
May 2001 - August 2001, December 2001 – January 2002

- Worked closely with civil and structural engineering professionals, and AutoCAD specialists
- Communicated with clients on different aspects of projects
- Helped with acquiring appropriate permits, technical specifications, and blueprints
- Performed calculations for cost estimates, pipe volume, pipe placement, and grading

Greeter, Percy and White's Restaurant, Florence, South Carolina, June 2000 - August 2000

- Developed interpersonal skills through customer interaction
- Communicated effectively with the staff and customers
- Helped maintain a clean, friendly environment in the workplace
- Worked as part of a team in order meet the customers needs

Camp Counselor, South Carolina Junior Civitan Leadership Conference, Florence, South Carolina,
Summer 1998

- Taught delegates the importance of leadership, communication, and character
- Planned activities for the delegates to participate in to help build character
- Provided necessary material for the week
- Worked effectively with other counselors and staff members

COMPUTER SKILLS

AutoCAD 2000, 2000i, 2002, Maple, Matlab, Java programming, Novell, Windows 95/98, Scanners,
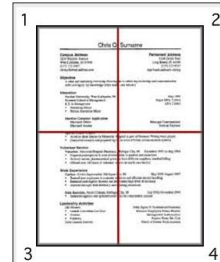Microsoft Word, Excel, Power Point, Outlook, E-mail, Internet

HONORS AND ACTIVITIES

American Society of Civil Engineers, Fall 2001-Spring 2002
Clemson Concrete Canoe Team, Fall 2001-Spring 2002
Chi Epsilon Honor Society, Fall 2001-December 2003
South Carolina LIFE Scholarship Recipient, Fall 1999-May 2003
Coca-Cola Scholarship Recipient, Fall 1999-May 2003
Dean's List, Fall 2000, Spring 2001
International Junior Civitan of the Year, June 1998
Participated in the International Baccalaureate Program, August 1997-June 1999

Document Design Principles

Alignment
--columns and tabs used to create balance and differentiate information
--left justification
--bulleted lists for non-chronologic info.

Contrast
--font size and bolding used to differentiate text
--headings in larger, bold, san serif font
--text 12 pt. font (no less than 11 pt.), serif

Linguistic/Rhetorical Feature

-- Use of incomplete sentences starting with active verbs as well as strong nouns with appropriately descriptive adjectives. (Beward empty or over-flashy adjectives).