

Features of a Resume

Your name prominently on top.  
(Don't label as "Resume")

# Heather Benson

hbenson@clemson.edu

## Current

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

## Permanent

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

Contact information

## 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 Willie'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 materials 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

Headings made graphically prominent. Title and placement of headings may vary. Common headings include  
--objective  
--education  
--employment history  
--relevant skills and experience  
--honors and activities  
--references

Employment items include  
--name of company/  
place of work  
--job title  
--dates of employment listed in reverse chronological order  
Order of these items may vary.

Start descriptions of skills and experience with active verbs

Other items  
--keep resume to 1 page  
--don't date or give your age  
--select material to include based upon relevance  
--design for 10-20 second scan/read

Second example of a resume with many of the same features, though formatted differently

# Matt Grunewald

1111 University Station  
Clemson, SC 29999  
(864) 858-1111  
[mgrunew@clemson.edu](mailto:mgrunew@clemson.edu)

<b>Objective</b>	<b>To find a career in the property management</b>
<b>Education</b> 1999-2002	<b>BS Sociology/ Minor Biological Sciences and Anthropology</b> Degree expected 12/02) Clemson University, Clemson, SC 1999-2002  <b>Real estate Licensing Courses</b> Collin County Community College, TX 2001 (Licensing expected 8/02)
<b>Employment</b> 2000-2001	<b>YMCA summer camp counselor</b> Camp Counselor summers of 2000 and 2001 <ul style="list-style-type: none"><li>• Riflery instructor and counselor</li><li>• Over night camp guild</li><li>• Bus Driver (Class B vehicles with passenger endorsement)</li><li>• YMCA Certified Life Guard</li><li>• Advanced First Aid Certified (40 hours Red Cross)</li></ul> <b>Resident assistant and desk assistant</b> Clemson University Housing Jan. 2001- Current <ul style="list-style-type: none"><li>• Property management</li><li>• Maintenance Referrals</li><li>• Interpersonal problem solving</li><li>• Customer service</li></ul>
<b>Honors &amp; Activities</b>	<b>Clemson Army ROTC</b> <ul style="list-style-type: none"><li>• Two years as a Clemson Army ROTC</li><li>• Achieved Rank of Cadet Sergeant</li><li>• Awarded Son of the American Revolution commendation (4/00)</li><li>• Member of Clemson Rangers (1999-current)</li><li>• Final Officer of Scabbard and Blade Nation Military Honor Society 13<sup>th</sup> regiment K-company (2000-current)</li><li>• Medically Disqualified from military service 2001</li></ul>
<b>References</b>	Available upon request