

Resume Features: Chronological Resume

Content Features

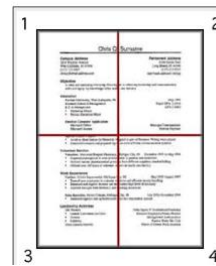
Common Contents

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

Name
 Contact information
 Objective
 statement

General Rules

- >everything fits on ONE page
- >careful consistency throughout
- >dates included, in reverse chronological order with most recent first
- >Quadrant test: each quadrant of page should roughly have equal amounts of text and white space



>seek to meet the 20 second test (everything comprehensible in 20

Heather Benson
 hbenson@clemons.edu

Current
 5268 University Station
 Clemson, SC 29632
 (864) 858-7632

Permanent
 901 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, Mattem & Mattem, Inc., Florence, South Carolina
 May 2001 - August 2001, December 2001 - January 2002

- Worked closely with civil and structural engineering professionals, and AutoCAD specialists
- Communicated effectively 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 materials for the week
- Worked effectively with other counselors and staff members

COMPUTER SKILLS
 AutoCAD 2000, 2000i, 2002, Maple, Matlab, Java programming, Netsail, 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 indentions used to create balance and differentiate information
- left justification
- bulleted vertical lists (not sentence horizontal 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. Beware empty or over-flashy adjectives. Lists must be parallel in grammatical structure.

