Anita Career

City, State | Phone | email@charlotte.edu | LinkedIn URL

EDUCATION

Bachelor of Science in Construction Management May or December 20XX

University of North Carolina at Charlotte, Charlotte, NC

*Other info to include may be your minor(s), GPA (if 3.0 or +), relevant courses, certifications, dean's list, scholarships

RELATED COURSEWORK (List course names w/in degree program – should be relevant to position you are applying to)

Engineering Analysis I Spatial Thinking Construction Law and Regulatory Issues Cost Estimating

Associates of Applied Science – Civil Engineering Technology May 20XX

Central Piedmont Community College, Charlotte, NC

SKILLS

- (List just technical based skills, for example:) Proficient in Microsoft Office: Word, Excel, PowerPoint, Access, AutoCAD, Land Development, Primavera P3 and SureTrak, Timberline Estimating

PROJECTS (Course projects, Senior Design project, all in order of most recent to oldest)

(Example) **Team Leader**, *Geotechnical Engineering Project*, Senior Design, UNC Charlotte August 20XX – Present

- Designing new 40,000 square foot Industrial Park in Mount Pleasant, NC (the park will be utilized with an Operation & Maintenance building)
- Required Geotechnical service includes a Geotechnical Analysis, Bridge Foundation Design, O&M Building Foundation Design, and Retaining Wall Design

(Example) **Co-Captain***, American Society of Civil Engineers (ASCE) Steel Bridge Team*, UNC Charlotte August 20XX – May 20XX

- Led 15-person team over a year to design, fundraise for, and fabricate a 20-foot steel bridge to withstand 2.5 tons with design parameters based on weight, construction speed, and stiffness
- Won 2nd overall among eight universities in the regional ASCE Carolinas Conference and represented UNCC for the first time in ten years at the national competition in Charlotte, NC

Project Role*, Course or Design Project Name*, UNC Charlotte January – May 20XX

- Describe scope of project in a few bullet points, what **YOU** contributed, what the result was. Don't just describe the project itself, focus on your contributions and skills you had to use.

CONSTRUCTION EXPERIENCE

(Example) **Construction Management Intern,** *Cardinal Group Management*, Mount Pleasant, NC June 20XX – Present

- Learning how changes, clarifications, directives, and RFIs are updated in real-time.
- Collaborating with a General Superintendent and on-site management teams for an advanced understanding of the different roles that are required for successful construction projections within multifamily renovations.
- Coordinating with team members and subcontractors and suppliers to maintain smooth and efficient schedules.

Position Title, *Name of Business or Organization*, City, State August 20XX – June 20XX

- Describe in detail starting each phrase with a power word, what you did, why you did it, who you did it with, what equipment you used, the results, and what supervision you had or provided to others
- Quantify your results, if possible. Identify personal strengths and skills used to achieve your accomplishments
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination
- Avoid using diluted phrases such as "responsible for" or "in charge of"

OTHER EXPERIENCE (Part-time or unrelated jobs)

Position Title May 20XX – August 20XX

Name of Business or Organization, City, State

- Focus on describing just transferrable skills gained from the work experience

LEADERSHIP/EXTRACURRICULARS/VOLUNTEER EXPERIENCE

Position Title August 20XX – May 20XX

Name of Business or Organization, City, State

- List and describe organizations, position(s) held, volunteer work, leadership, campus involvement or other experiences of value to the prospective employer