



Lyles School of Civil and
Construction Engineering

PROFESSIONAL DEVELOPMENT INITIATIVE: RESUME

September 2025



Civil Engineering Student Advisory Council

INTRODUCTION



CESAC is committed to involving students in all phases of their engineering education. We aim to build the partnership between students, faculty, administrators, alumni, and industry to continue pursuing Purdue's Engineering excellence in education, research, and service.

What is this Document?

This document is a tool that can be used to help grow and develop your resume. This document provides insight on starting your resume as a first-year engineering student and evolving your resume as you gain more professional experience. This is one of many resources that can be used to further develop your resume and we hope that this document helps further your professional development as a student in the Lyles School of Civil and Construction Engineering.

Why is a Strong Resume so Important?

In many cases, a resume can be the first impression that a recruiter has of you, opening the door to potential professional opportunities. A resume is an opportunity to present the past work that you have accomplished by demonstrating ways that you bring value to a team and showing skills that you have developed.

Recruiters take notice of a well-organized resume. A strong resume shows the value that you see in your future career, and is a powerful tool in marketing yourself.

Components

There are several components that comprise a resume:

- Contact information
 - Items to include are your phone number, email address, and possibly a link to your LinkedIn
- Statement of purpose (Objective)
 - Few sentences stating your passions, attitude, and goals for your career
 - Make sure that your statement of purpose reflects the purpose of your resume
 - For example, if you are using your resume to apply for a hydraulic consultant position, than your statement of purpose should not reference your intent to be a transportation consultant
 - This is a piece of your resume that can be flexible and can vary based on who you are sharing your resume with
- Education
 - Your most recent education should be listed first
 - Add your anticipated graduate year and degree
 - Always include your GPA, even if you think it's low!
 - Be ready to share your story regarding your GPA and be able to elaborate on the value that you bring to a team
 - This is an opportunity for you to share how you have reflected and adjusted your learning and study strategies over time to get where you are now

EXPERIENCED STUDENT 2

111 N. Littleton St, West Lafayette, IN, 47906 (Current)

(812) 111-1111 (C) ♦ (812) 111-1111 (H) ♦ expstudent2@purdue.edu

OBJECTIVE

Long Term: To graduate from Purdue University with a Bachelor of Science in Construction Engineering and acquire a full time job with a construction firm that offers development opportunities and professional advancement.

EDUCATION

Purdue University, West Lafayette, IN Cumulative GPA: 3.42/4.0 Expected Graduation: May 2012

- Pursuing Bachelor of Science in Construction Engineering (BSCNE)
- Elective courses include Building Information Modeling, Introduction to Architectural Engineering, Leadership and Advanced Project Management

Batesville High School, Batesville, IN Cumulative GPA: 4.0/4.0 Graduated May 2008

Components

- Experience

- Start with most recent experience
- Include job titles, dates, and locations
- One way to structure your resume is to use bullet points to create description of duties, responsibilities, skills gained, and results achieved utilizing strong action verbs (see page 9 for more information on professional language)
 - This is just one way to structure your resume and ultimately this is up to you and how you want to tell your story through your resume
 - Include quantitative descriptions to illustrate the scope of the work that you contributed to
 - Some ways to accomplish this include contract size or number of projects that you worked on

PROFESSIONAL EXPERIENCE

The Walsh Group

Building Estimating – Main Office

Chicago, IL

May 2011 – August 2011

Title: Estimating Intern

Responsibilities: Estimating division 3 concrete. Subcontractor and supplier solicitation and scope qualification. Drawing and specification review. Completed quantity takeoffs and generated production estimates. Set up excel templates and input data from timberline estimates. Managed time between several projects bidding in the same period. Collected quotes on bid day and entered data into scope sheets. Learned the importance of subcontractor and supplier relationships in the industry.

- Completed concrete, reinforcing material, post-tensioning material, and structural excavation quantity surveys for a four story, 210,000 SF cast-in-place parking structure.
- Completed quantity survey and generated a production estimate for a hospital renovation project.

Greenside Aircraft Taxiway and Hangar Complex

MCB Quantico, VA

May 2010 – August 2010

Title: Project Engineer Intern

Value: \$40,000,000

Responsibilities: Submittal review, daily reports, subcontractor coordination meeting minutes. Performed material takeoffs for masonry items resulting in accurate quantities for cost control and procurement. Performed profilograph and straightedge quality control testing of taxiway concrete pavement for acceptance and payment. Created a fabrication and delivery log estimating release dates, fabrication lead times, and estimated delivery dates to facilitate the construction schedule. Learned to solve issues and practice coordination between drawings and specifications through the RFI process.

Replace Military Family Housing

Whiteman AFB, MO

May 2009 – July 2009

Title: Project Engineer Intern

Value: \$133,000,000

Responsibilities: Completed daily reports and participated in inspections with Quality Control staff. Complied daily production quantities and created production reports for a section of self-performed work. Learned about the importance of a project schedule, and how to read, update, and enforce. Created and updated the site progress map, and interacted with workers daily to ensure site housekeeping was maintained.

Batesville Casket Company

Batesville, IN

May 2008 - August 2008

Title: Intern, Facilities & Administration

Responsibilities: Practiced facility project estimating, project management, created project material takeoffs, and promoted professional customer and contractor relations skills. Created scaled, electronic floor plan drawings and evacuation route maps utilizing existing drawings and sketches. Project oversight of building roofing project. Interacted with customers while giving tours of the assembly plant.

Components

- Honors, activities, and outreach
 - This is the area to include extracurricular and volunteering activities that you feel hold value
 - Once again, include titles, dates, and locations if applicable and list the most recent experiences first
 - Try to include experiences that highlight leadership if applicable
 - Detail responsibilities, tasks, and impact

ACTIVITIES & HONORS

Purdue University

- Member of Construction Engineers of the Future
- Member of Beta Tau, C.E.M. Professional Fraternity
- Member of the Design Build Institute of America, Purdue Chapter
 - Completed DBIA Associate classes, pursuing certification
- Member of Purdue GreenBuild Club
 - Pursuing LEED GA certification; Attended 2010 Greenbuild Expo in Chicago

Boy Scouts of America

- **Eagle Scout** – December 15, 2005
Planned, raised funds, and executed the construction of a wooden swing-set and playground for a local domestic abuse shelter.
- Dedicated over 150 hours to service in my community and the surrounding area through Boy Scouts of America and other service organizations

Components

- Skills

- This section allows you to detail both soft skills and technical skills that you have developed
- This should be a brief section, and should not take up a majority of the resume
- Be specific and precise when listing skills, naming programs when applicable
- If you have licenses and/or certifications, list them here
- This is a section of your resume that can be sacrificed if other sections have plenty of depth
 - One way to accomplish this is to embed your skills into the experience or activity sections of your resume

COMPUTER SKILLS

- Proficient in the use of Prolog Manager, Primavera, ArchiCAD, AutoCAD, Revit Architecture, MATLAB, Timberline, Bidscreen XL, and Microsoft Visio, Excel, Word, and Powerpoint

Use Formatting to Your Advantage

One of the keys to having a strong resume is organization. The key is to maximize the minimal amount of available space that you have to tell your story to a recruiter. A lack of organization in your resume may lead a recruiter to question your professionalism and attention to detail. Below are some formatting suggestions to layout your resume:

1. Use lines to separate the different components of your resume
2. Remove flashy graphics/headshots to optimize text space
3. Use bullet points to concisely describe past experiences and activities
4. Stick to a standard font style
 - Examples include Arial, Times New Roman, Calibri, and Garamond
5. Use strategic font sizes
 - Stick to size 10-12 pt for body text and 11-16 pt for headers
6. Use standard 1-inch margins
7. Avoid using images, charts, and logos, as they typically contribute empty space to your resume
 - Instead, use numbers and quantitative descriptors when possible to describe the scope of work that you have accomplished

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Professional Language

You should use strong, precise action verbs when describing your past experiences. Strong action verbs allow you to highlight your accomplishments and illustrate the impact that you had in previous roles.

Example:

Instead of saying: “Responsible for product delivery on site”

Try: “Coordinated with product supplier to ensure material was on site for timely installation”

Strong action verbs give concrete support to the skills that you have developed, giving more depth to the past experiences that you are describing in your resume.

Action Verbs in a Resume

IMPROVE SOMETHING	LED A PROJECT	CREATE SOMETHING	MANAGE A TEAM	RESEARCHED
Modified	Oversaw	Engineered	Recruited	Calculated
Standardized	Executed	Created	Hired	Surveyed
Converted	Produced	Instituted	Cultivated	Investigated
Replaced	Coordinated	Formalized	Shaped	Evaluated
Redesigned	Organized	Formulated	Guided	Tracked
Strengthened	Orchestrated	Founded	Aligned	Audited
Customized	Controlled	Spearheaded	Regulated	Tested
Restructured	Chaired	Devised	Inspired	Analyzed
Refined	Planned	Introduced	Directed	Mapped
Updated	Headed	Formed	Supervised	Examined
Influenced	Programmed	Developed	Mentored	Assembled
Revamped	Operated	Launched		Measured

Starting Your Resume As A First-Year Student

Where Do I Start?

As a first-year student or sophomore, you are not expected to have an abundance of professional experience. However, there are still ways to build a strong resume without professional experience. Below are some things to keep in mind as you start your resume:

1. Focus on what you have learned in the past and hope to do in the future
 - Recruiters look for students that are eager to learn and passionate about the work that they want to do. Experience is not the only thing that recruiters look for!
2. Add high school activities and experiences
 - These experiences are valuable and allow you to show who you are as a person, such as your work ethic and interpersonal skills
 - These experiences are just as valuable as your time as a first-year and sophomore student and provide value until you gain more professional experience
3. If you have a plan of where you want your career to take you, mention that!
 - Recruiters want to see that you have drive and are thinking long term.
 - It is okay if you don't know exactly what you want to do yet! Mention what you are passionate about and use that as a talking point.
4. As classes start, you can begin to include pieces of your coursework
 - These can include programs such as AutoCAD, Revit, MATLAB, and Excel
5. Make note of the soft skills that you have developed from previous experiences!
 - These include communication, teamwork, adaptability, and time management
 - These are skills that stand out to recruiters and are traits that companies look for in finding candidates that fit and work well in a team atmosphere

There is no one way to develop a strong resume. Focus on highlighting the traits that you feel make yourself stand out!

Scan the QR code to the right to see a sample first-year student resume.



Evolving Your Resume As An Experienced Student

How Do I Develop My Resume?

As you begin to have professional experiences and more advanced coursework, you can begin to incorporate more technical aspects into your resume. Below are some suggestions on how to consistently grow and develop your resume as you gain more experience:

1. A good rule of thumb is to update your resume each semester
 - You never know when a new opportunity may arise, it is best practice to always be ready and have your resume up-to-date!
2. Keep track of what you learn and contribute!
 - In class, keep track of the programs that you are using and material that you are learning
 - During internships and co-ops, keep track of the deliverables that you are producing. Write down the projects that you are working on and be able to summarize the accomplishments that you are experiencing.
3. Have someone review your resume
 - There are always ways to strengthen your resume, no resume is ever perfect!
 - Ask peers, parents, faculty, and even recruiters to give you feedback on your resume
4. Take advantage of the resources on campus that are available to further develop your resume
 - [Purdue OWL](#)
 - [Purdue CCO](#)

There is always a way to further grow and develop your resume. In your career, you will always be growing and developing new skills that should be highlighted in your resume!

Scan the QR code to the right to see a sample experienced student resume.



Understanding Your Resume

Putting together a strong resume is important, but understanding your resume is just as important. Make sure that you are able to talk about and elaborate on everything that you put on your resume. Recruiters tend to base a majority of their questions off of your resume because typically that is the only information that they know about you.

Key Tip: Make sure to proofread your resume for spelling and grammatical errors. Sometimes one small error can be enough for a recruiter to discard your resume!

Key Tip: Use a diverse vocabulary as you build your resume and try not to repeat the same phrases and words!