RESUME GUIDELINES

Below are some guidelines to improve your resume. It will also walk you through setting up and laying out the content to highlight your skills and grab the reader's attention

A resume is a self-advertisement that, when done properly, shows how your skills, experience, and achievements match the requirements of the job you want.

FORMATTING

The ideal and more legible fonts are Times New Roman, Arial or Calibri, sizes 11 or 12.
You can use multiple fonts for different parts of your resume, but try to limit it to a maximum of two. Instead of changing between fonts, try making specific sections bold or italicized instead.

The font for your header and the introduction to a section may be a size 14 or 16, but otherwise you should not use a very large font.

Your page should have one inch margins all the way around with 1.5 or 2 point line spacing. The body of your resume will be aligned to the left and your header should be centered at the top of your page.

ENGINEERING SELECTION

CONNECTING PROFESSIONALS WITH HIRING COMPANIES

BUILDING YOUR RESUME

1. Heading

2. Position

3. Summary of Qualifications

4. Education

5. Employment History

6. Courses/Professional Development

7. Skills

8. Additional Information

1 - HEADING

- The contact information should be very clear

- Your name should come first and should be in a slightly larger size – either 14 or 16 point font

- It should be in bold

Below your name, add the following information:

- Addess

- E-mail

- If you have both, list your home and cell phone numbers for contact

2 - POSITION

In this area (below the heading) you should enter the name of the position you are applying to.

For example: If you are applying for a "CIVIL ENGINEER/MANAGER" position, your resume should say "CIVIL ENGINEER/MANAGER".

This item can and should be changed for each job you send your resume to. In this way you will make easier for the person selecting candidates, therefore improving your chances of being among the shortlisted candidates.

3 - SUMMARY OF QUALIFICATIONS

This is a very important area of your resume.

A profile summary, is a succinct statement that tells the reader who you are and what you have to offer.

Write a brief description of your qualifications such as:

- Areas in which you operate

- Focus between the beginning of your career and the present day

- Knowledge acquired on the course of your career

- Results and achievements from your previous jobs and/or your present job

For example: Deadline-driven and quality-focused team leader with 10 years of experience in construction engineering. Successfully managed subcontractors and coordinated project management aspects. Bilingual (Spanish/English) workflow supervisor who consistently accomplished projects ahead of schedule and under budget.

4 - EDUCATION

You should list all of your education in chronological order with your most recent schooling first. Include any college degrees, trade schools, or apprenticeships you might have participated in. If you graduated with a degree, list the name of the degree as well as the year you received it. If you have not yet graduated, simply state the years you have attended the program as well as an expected graduation date.
For each listing, give your degree or area of study, university/program name, their location, and date.

If you had a cumulative GPA of 3.5 or higher, be sure to list it along with your school/degree information.

Example:

Bachelor of Science, Civil Engineering – XY University, New York, NY - 2007

5 - EMPLOYMENT HISTORY

Your jobs should be listed in chronological order with your most recent employment first. Include your title, the name of the company, its location, your duties and responsibilities while working there, and the dates that you were employed there.

It may be beneficial to list your title first, to show off your position in each job. You can also choose to list the company name first. Regardless of what you choose, be consistent down your entire list.

Example: Civil Engineer/ABC Builder/ Dallas, TX   January 2001/March 2006

For each listing, write a "major achievements" or "accomplishments" section with a brief description of something important that you accomplished for that job.

6 - COURSES/PROFESSIONAL DEVELOPMENT

Include any courses related with your area of work.

Mention the name of the course, institution and the year in which the course was taken, always in achronological order with your most recent first.

Example:

MS Project – KROZAI – 2010

7 - SKILLS

Once you've listed the most important information - your work experience and education - you can essentially choose to list anything else you find important. Create a section titled "Skills".

If you are well versed in a special area of work that other applicants might not be - such as computer programming - be sure to include your level of expertise here.

Example: Office Pack (Windows, Word, Excel, PowerPoint and internet) and the knowledge level.

Familiarity with Software such as: AutoCAD, Solidworks, SAP, MS-Project, and other software used in your area of work.

If you are fluent in more than one language, list the multiple languages here. Be sure to make note of your level of knowledge - for example, beginner, intermediate, advanced, fluent, etc.

Example: **Spanish – Fluent**
        Portuguese- Intermediate

8 - ADDITIONAL INFORMATION

This field is not mandatory. It is reserved for relevant information related to your area but that have not been foreseen in the previous items.

Example:

- Autonomous activity.

- Experience abroad and voluntary work.

- Trips abroad.

Follow our guidelines to improve your resume and increase your chances in finding the right job for you.

Sincerely,

ENGINEERING SELECTION's team