

Professional Documents Workshop

Crafting Your Career Search Documents

ENGR



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Why Do I Need a Résumé

- A **résumé** is a summary of your qualifications, education, skills, and achievements.
- Résumés are typically sent with a **cover letter** or an **E-note** (if the résumé is being emailed)
- Résumés make a strong first impression (good or bad)
- The **primary purpose** of your résumé is to be **offered an interview**.



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Poll

On average, how long do recruiters spend looking at a résumé?

Answer: 6-10 seconds



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First Impressions Count

MARCO MARSHALL

Engineering Student at Marshall University

Contact

One John Marshall Drive
Huntington, WV 25755
304-696-2370
marco@marshall.edu

Objective

To secure a challenging civil engineering internship where I can enhance my practical skills and learn from other professionals in the field

Education

Marshall University
Huntington, WV
Civil Engineering Major

Experience

January 2023 - Present
Barista • Starbucks
Worked with a team, took customer orders, made coffee and tea, prepared food

Key Skills

Customer Service
Teamwork
Dependable
Communication
Problem-solving

March 2022-December 2022
Server • Olive Garden

Waited on tables, cleaned dining room, made sure that customer had what they needed, ensured a positive dining experience.

References

Available upon request.

What do **you** think about this résumé?



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Résumé Style Basics

MARCO MARSHALL Huntington, WV marco@marshall.edu 304-696-2370 LinkedIn.com/marcomarshall	
Results-driven Civil Engineering Student Focused on Elevating Highway and Bridge Safety Standards	
1 SKILLS SUMMARY	2
• Effective communicator with the ability to collaborate within multidisciplinary teams to achieve project goals. • Knowledgeable of regulatory requirements and compliance measures related to transportation infrastructure. • Basic understanding of utilizing industry-standard software for design, analysis, and simulation purposes. • Demonstrated commitment to ongoing learning and professional development in the field of civil engineering.	
EDUCATION	
B.S. Civil Engineering Marshall University, Huntington, WV GPA: 3.75	
Expected graduation May 2025	
Relevant Coursework: Dynamics, Calculus III, Engineering Cost Analysis, Fluid Mechanics, Structural Analysis Hydraulic Engineering	
Recognition: Dean's List (all semesters)	
3 WORK EXPERIENCE	4
WV Department of Highways, Charleston, WV Construction Management Intern May 2023 - August 2023	
• Assisted in the management of three highway construction projects, ensuring compliance with specification codes, and regulations. • Collaborated with project engineers and contractors to resolve construction issues and ensure project deadlines were met. • Conducted site inspections to monitor progress and quality of work, identifying and addressing any safety concerns or deviations from plans. • Prepared project documentation, including progress reports, change orders, and cost estimates. • Coordinated with various stakeholders, including government agencies, utility companies, and local communities, to mitigate project impacts and ensure smooth project execution.	

Your résumé should:

- Be **one** page (2 pages OK with a lot of experience).
- Appear **balanced** with text and white space (use the **quadrant test**).
- Be **written** in **first person**, but leave out the pronoun "I."
- **Not** have graphics or photos.
- **Not** have personal hobbies or interests.
- **Not** have SSN or date of birth information.



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Résumé Style Basics

- Select a font that is **professional** and easy to read.
 - **Acceptable fonts examples:** Aptos, Calibri, Helvetica, Arial, Times New Roman
 - **Unacceptable fonts:** Cursive, ornate, bubbly-looking fonts
- **Vary** the **font size** and **style** to emphasize headings and key words.
- Keep the fonts in the same style family (serif or sans-serif).
- **Be consistent** with styling dates and abbreviations (do not mix and match).
- **Be strategic** about how the résumé is organized and what is included/emphasized.



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ATS Compliant Résumés

- **Applicant tracking systems (ATS)** are used by many recruiters to quickly scan résumés and eliminate unqualified applicants.
- The software parses the data and **organizes it** according to **who is most likely to be a good match** for the position.
- ATS' are programmed to each job posting, so you want to **customize** your résumé for each position (**use key words** from the posting).
- ATS systems prefer **simple formatting** and **clarity**.

The goal is to get past the ATS system and get your résumé in front of an actual person.



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Résumé Sections at a Glance

Contact Information

MARCO MARSHALL

Huntington, WV | marco@marshall.edu | 304-696-2370
Linkedin.com/marcomarshall

Results-driven Civil Engineering Student Focused on Elevating
Highway and Bridge Safety Standards

Headline and skills summary

SKILLS SUMMARY

- Effective communicator with the ability to collaborate within multidisciplinary teams to achieve project goals.
- Knowledgeable of regulatory requirements and compliance measures related to transportation infrastructure.
- Basic understanding of utilizing industry-standard software for design, analysis, and simulation purposes.
- Demonstrated commitment to ongoing learning and professional development in the field of civil engineering.

EDUCATION

B.S. Civil Engineering

Marshall University, Huntington, WV
GPA: 3.75

Expected graduation May 2025

Relevant Coursework: Dynamics, Calculus III, Engineering Cost Analysis, Fluid Mechanics, Structural Analysis
Hydraulic Engineering

Recognition: Dean's List (all semesters)

WORK EXPERIENCE

WV Department of Highways, Charleston, WV
Construction Manager Intern

May 2023 – August 2023

- Assisted in the management of three highway construction projects, ensuring compliance with specifications, codes, and regulations
- Collaborated with project engineers and contractors to resolve construction issues and ensure project deadlines were met
- Conducted site inspections to monitor progress and quality of work, identifying and addressing any safety concerns or deviations from plans
- Prepared project documentation, including progress reports, change orders, and cost estimates
- Coordinated with various stakeholders, including government agencies, utility companies, and local communities, to mitigate project impacts and ensure smooth project execution

PROJECTS

Traffic Light Timing

Fall 2022

- Conducted traffic-flow study through three intersections on a busy main thoroughfare through weekly observations and recordings.
- Collected and analyzed three months' worth of data to help design alternative traffic light cycles to increase proficiency.

CERTIFICATIONS

OSHA Safety Certificate, Engineer in Training Certification (EIT)

ADDITIONAL INFORMATION

Affiliations: Institution of Civil Engineers (ICE), WV American Society of Civil Engineers (ASCE)
Computers: AutoCAD, HEC-HMS, Revit, Microsoft Project, Microsoft Excel

Education

Work Experience

Certifications, Affiliations, and Other Information

Relevant Projects



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Your Contact Information

- Your **name** should be **centered** and **bolded** at the top of the page in 16-24 pt. font size.
 - Acceptable to include preferred name in “quotes.”
- Include city and state, phone number and email.
- Optional: URL to LinkedIn profile, professional website, or portfolio

Name stands out

MARCO MARSHALL

Huntington, WV | marco@marshall.edu | 304-696-2370

Linkedin.com/marcomarshall

The preferred email and phone number is provided (do not list multiple numbers/emails)

Optional LinkedIn URL included



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A Sample Job Posting

McDavid Engineering Company is seeking a civil engineering student intern to join our Civil and Environmental Business Sector. Required skills include critical thinking, problem-solving, organization, team focus, and eagerness to apply learned engineering principles to solve real-life problems.

Intern Duties:

- Assist engineers and project managers with day-to-day project tasks as required for successful project delivery.
- Use computer programs to develop detailed designs
- Undertake technical and feasibility studies
- Ensure that work products meet client, environmental, and safety requirements.
- Perform work under professional engineering staff.
- Handle basic design challenges but will refer more complex issues to higher-level staff.
- Possess beginning knowledge of AutoCAD Civil 3D and civil engineering design tasks.
- Strong team collaboration, oral and written communication, and problem-solving skills are required.

Which skills/abilities **would one want to highlight?**



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A Sample Job Posting

Organizational Skills

McDavid Engineering Company is seeking a civil engineering student intern to join our Civil and Environmental Business Sector. Required skills include critical thinking, problem-solving, organization, team focus, and eagerness to apply learned engineering principles to solve real-life problems.

Ability to contribute to a team

Intern Duties:

- Assist engineers and project managers with day-to-day project tasks as required for successful project delivery.
- Use computer programs to develop detailed designs
- Undertake technical and feasibility studies
- Ensure that work products meet client, environmental, and safety requirements.
- Perform work under professional engineering staff.
- Handle basic design challenges but will refer more complex issues to higher-level staff.
- Possess beginning knowledge of AutoCAD Civil 3D and civil engineering design tasks.
- Strong team collaboration, oral and written communication, and problem-solving skills are required.

Computer/technical skills

Ready to tackle problems and challenges

One who thinks as an engineering professional would

One who is focused on delivering results

Effective communicator



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Hook the Reader

- A résumé should be **customized** to the position you are applying for and **be written with the employer in mind**.
- **Sell your SEE's** (Skills, Education, and Experience).
- If you don't have any work experience yet, **promote your skills and education**.
 - Think about experience gained from volunteer work, athletics, or campus organizations.
 - Start thinking about looking for an internship or a part-time job opportunity to build your experience.



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The Top of Your Résumé

- Be strategic about the top two quadrants of your résumé by **putting the most important information at the top.**
- You may consider adding a **headline** that briefly describes the value you bring to the employer.
- The top of the résumé is a great place to list a **skills summary** (sometimes called a summary of qualifications).



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The Top of Your Résumé: Example

MARCO MARSHALL

Huntington, WV | marco@marshall.edu | 304-696-2370
Linkedin.com/marcomarshall

Section heading
clearly indicated

Bolded and centered
headline describing
the applicant's value

**Results-driven Civil Engineering Student Focused on Elevating
Highway and Bridge Safety Standards**

SKILLS SUMMARY

4-5 bullet points
that briefly
describe the SEE's

- Effective communicator with the ability to collaborate within multidisciplinary teams to achieve project goals.
- Knowledgeable of regulatory requirements and compliance measures related to transportation infrastructure.
- Basic understanding of utilizing industry-standard software for design, analysis, and simulation purposes.
- Demonstrated commitment to ongoing learning and professional development in the field of civil engineering.



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Listing Your Education

- List your education in **reverse chronological order** with your most recent (in-progress) education first.
- Align your dates on the right.
- Include the name of the degree you will earn or have earned.
- You may want to include your minor to showcase additional value.
- You may also include GPA and any scholastic achievements/recognition (Achievements can also be made its own section).



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Listing Your Education: Example

Section heading
clearly indicated

Dates are right-aligned

EDUCATION

School name
and degree is
easy to read

B.S. Occupational Safety and Health
Marshall University, *Huntington, WV*
GPA: 3.75

Expected graduation May 2025

Optional GPA is
included

Relevant Coursework: Safety Training Methods, Safety Evaluation and Measurement,
Incident Investigation Technology, Industrial Hygiene

Relevant coursework is
included to demonstrate
foundational knowledge
related to the position

Recognition: Dean's List (all semesters)

Optional recognition/awards (this can
also be made a separate section)



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Listing Your Experience

- List your experience in **reverse chronological order** with your most recent position first.
- Align your dates on the right.
- Include the name of the position and company.
- Write 3-5 bullet short points to tell the reader what you did and how you impacted the company.
- Begin each bullet point with a verb and vary the use of verbs.
- Make connections to the job you are applying for.

$$\text{Action verb} + \text{Context} = \text{Result}$$



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Listing Your Experience: Example

Section heading
clearly indicated

WORK EXPERIENCE

Dates are right-aligned

WV Department of Highways, Charleston, WV
Construction Manager Intern

May 2023 – August 2023

Employer name
and position
easy to read

Bullet points
start with
varying verbs

- Assisted in the management of three highway construction projects, ensuring compliance with specifications, codes, and regulations
- Collaborated with project engineers and contractors to resolve construction issues and ensure project deadlines were met
- Conducted site inspections to monitor progress and quality of work, identifying and addressing any safety concerns or deviations from plans
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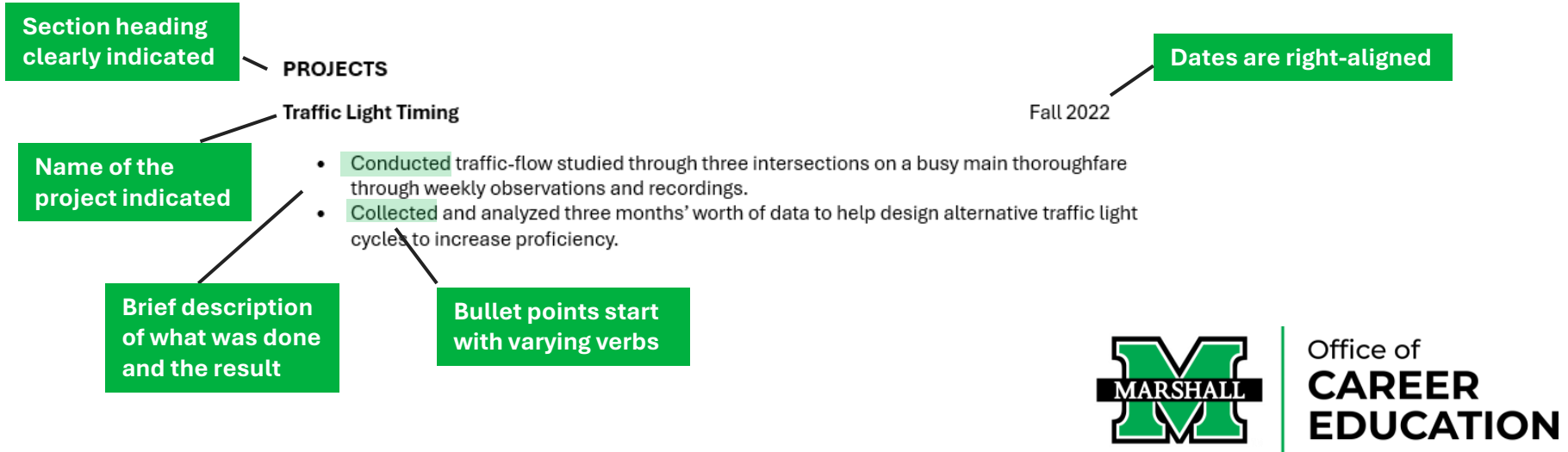
Experience section
explains context and result
(impact) overall



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Listing Your Projects

- **Projects** are any professional undertaking related to work or school (typically associated with a class).
- **Great way to showcase related skills and qualifications.**



Listing Additional Information

Section heading
clearly indicated

CERTIFICATIONS

OSHA Safety Certificate, Engineer in Training Certification (EIT)

Professional certifications earned listed

ADDITIONAL INFORMATION

Affiliations: Institution of Civil Engineers (ICE), WV American Society of Civil Engineers (ASCE)

Computers: AutoCAD, HEC-HMS, Revit, Microsoft Project, Microsoft Excel

Professional organization
membership affiliations

Specific computer
software
knowledge

Other sections you might add:

- Job shadowing experience
- Other technical skills/equipment you are familiar with
- Second language skills
- Community Involvement
- Publications and Conference Presentations



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Why Do I Need a Cover Letter?

- The **cover letter** is a companion to your résumé.
- It is often the first thing a recruiter sees, so it is important to make a good first impression.
- Briefly introduce you and the **value** you bring.
- It should be **written with the employer in mind**.
- **Customize** your cover letter to **each position you are applying for**.

78% of recruiters prefer applicants to submit a cover letter.



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Cover Letter Style Basics

- The letterhead of your cover letter should match your résumé.
- **Keep it interesting** by providing **additional context** about what you want to emphasize.
- Don't state the obvious. "I am writing to apply for the position."
- Make it **brief** (between 250 and 400 words).
- Use appropriate business letter formatting and spacing.
- Use professional looking fonts.
- Keep the tone professional.



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Cover Letter: Example

Letterhead matches the résumé

MARCO MARSHALL

Huntington, WV | marco@marshall.edu | 304-696-2370
LinkedIn.com/marcomarshall

Business letter formatting
and appropriate spacing

May 1, 2024

Return address block

Mr. Danny Smith
McDavid Engineering Company
123 Main Street
Charleston, WV 29401

Letter addressed to the
name of the person making
the hiring decision

(If not known, address to
“Dear Hiring Manager”)

Dear Mr. Smith:

Strong and engaging
opening sentence

As a results-driven civil engineering student known for consistently meeting deadlines and completing projects ahead of schedule, I am thrilled to apply for the Intern Engineer position at McDavid Engineering Company, particularly within the Structures and Tolls team, for Summer 2024.

I am particularly drawn to McDavid Engineer's Company's commitment to meaningful infrastructure projects that impact communities nationwide. The opportunity to contribute to such projects while furthering my professional development is both exciting and motivating. Last summer, I had a previous internship at LaFon Construction Company, where I contributed to drainage projects, infrastructure enhancements, and roadway developments. There, I developed a strong interest in transportation and infrastructure, and am confident in my ability to make meaningful contributions to your team.

Written with the employer in
mind, emphasizing skills,
education, and value

Throughout my academic journey, I have honed my abilities to understand and apply engineering, geometric, and algebraic principles, as evidenced by my coursework and hands-on experiences. Proficient in utilizing Microsoft Office Suite and equipped with the capability to perform basic engineering calculations, I am well-prepared to assist my engineer teams in various tasks and duties as outlined in the job posting. Moreover, my internship experience has provided me with invaluable insights into project research, development, and design processes, along with the preparation of engineering drawings and documents, aligning closely with the responsibilities outlined for this position.

Thank you for considering my application. I am eager to further discuss how my skills and experiences align with the needs of your team. I am available at your earliest convenience for an interview and can be reached via email or phone at the contact information above.

Sincerely,

Marco Marshall

Call to action



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Digital Resources for Résumés

- You can **use AI strategically** and **ethically** to help develop a résumé and cover letter.
 - Do **not** simply copy and paste the generated résumé and use it as your own.
 - Use as a “story starter” to spark your creativity.
- AI is **not** a substitute for the expertise of professional career coaches.
- Be **specific** with your prompts:
 - “Write a résumé for civil engineer internship based on this job description.” (copy and paste job description.)
 - “Generate a list of five skill statements for an entry level civil engineer.”
 - “Tailor my résumé to this position. (copy and paste job description.)



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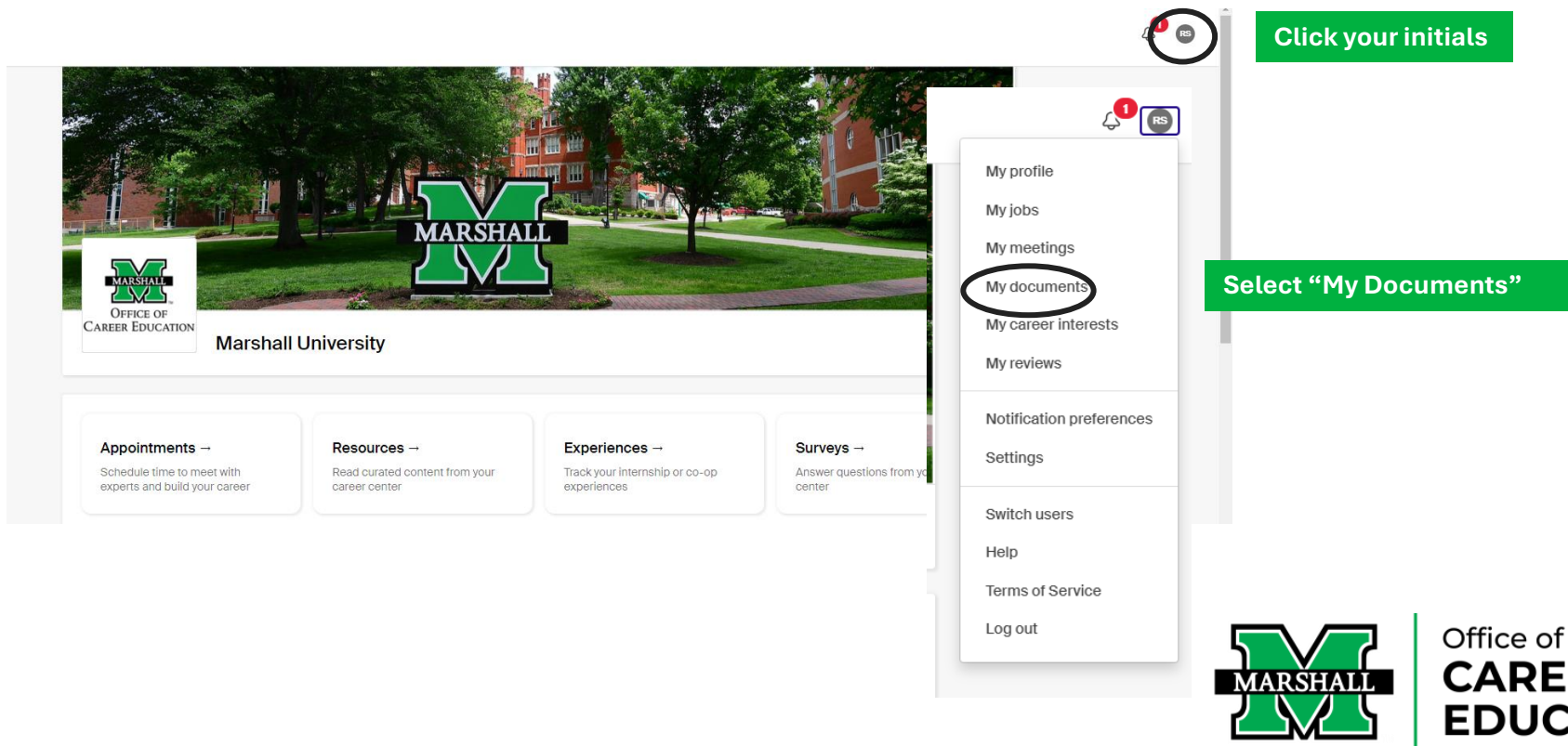
Digital Resources for Résumés

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How to Submit your Résumé to Handshake



The screenshot displays the Marshall University Handshake interface. At the top left is the Marshall University logo and the text "Marshall University". Below this is a navigation bar with four sections: "Appointments" (Schedule time to meet with experts and build your career), "Resources" (Read curated content from your career center), "Experiences" (Track your internship or co-op experiences), and "Surveys" (Answer questions from your center). On the right side, a user profile icon with initials "RS" and a notification bell is visible. A dropdown menu is open, listing various options: "My profile", "My jobs", "My meetings", "My documents" (highlighted with a red circle), "My career interests", "My reviews", "Notification preferences", "Settings", "Switch users", "Help", "Terms of Service", and "Log out". A green callout box with the text "Click your initials" points to the user profile icon. Another green callout box with the text "Select 'My Documents'" points to the "My documents" option in the dropdown menu.

Click your initials

Select "My Documents"

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Appointments →
Schedule time to meet with experts and build your career

Resources →
Read curated content from your career center

Experiences →
Track your internship or co-op experiences

Surveys →
Answer questions from your center

My profile
My jobs
My meetings
My documents
My career interests
My reviews
Notification preferences
Settings
Switch users
Help
Terms of Service
Log out

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Fall Events Card Placeholder



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Questions?



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