

Resume Skills Worksheet

This worksheet is meant to help you identify and quantify those sorts of skills that should appear on your resume. While being as truthful as you can, you also need to comb through your past experiences and see what relevant things you might include. Then you can add those skills where they fit into your resume. The categories below correspond to normal resume sub-sections.

Objective

Come up with a one-sentence objective that captures your interest in civil engineering, especially in terms of prospective employment.

Education

Coursework:

List unusual or advanced courses (courses that require special skills, such as using modeling or design software).

Projects:

List any course projects that might relate to your major or to a job in your field (a field study or feasibility report on a real engineering issue, etc.)

Work Experience

Achievements:

In order of importance, list those things you accomplished in your work and try to do that in quantifiable terms. Include any special equipment or procedures that you employed in these accomplishments.

Responsibilities:

List any supervisory or training responsibilities. Be specific about the scope of your responsibility and the number of people you supervised.

ECP 225—Resume Skills Worksheet

Technical Skills

Equipment/Procedures/Software/Certifications

List testing or laboratory equipment with which you have a high degree of knowledge. Include field or laboratory procedures that you have mastered (for example, an ASTM testing procedure). List software that you can employ (with version no.), and explain what sorts of tasks you have done with it. List any certifications (first responder, CPR, flying or commercial driving permits, inspection license, etc). Include the dates and certifying organization.

Personal/Leadership Skills

Foreign Language or Study Abroad/Student or Service Organizations or Activities/Awards

List those languages you can speak or write and explain your level of proficiency. Include any study abroad or relevant foreign travel. List your memberships in student organizations or service organizations and include any officer or leadership positions (for example, captain of the Concrete Canoe Team or an officer in SWE). List any awards or certificates of recognition you have won. Explain the award if your readers might not recognize it.