

MIKEY BUILDER

Font Size for Name: 14-16

1" margins on entire document

Font Styles: Times New Roman or Arial

119 Harvest Road • Pierce, NE 68767 • (402) 329-0000 • mikebuild@msn.com

OBJECTIVE

To obtain a position as a Construction Manager

Use clear, concise objective

EDUCATION

Associate of Applied Science Degree
Program: Building Construction
Northeast Community College, Norfolk, Nebraska
Expected Graduation: May [year]

Font Size for Body of Resume: 11-12

RELATED SKILLS

- Carpentry/Framing
- AutoCAD Software
- Cost-estimating
- Cabinetmaking and Millwork
- Interior and Exterior Finishing
- Electrical
- Roofing
- Blueprint Interpretation

EXPERIENCE

Construction Laborer, White Construction, Wayne, Nebraska

August [year]-Present

- Assist with the construction homes
- Set and square prefabricated trusses
- Perform basic framing and electrical duties
- Install cabinets in kitchens and bathrooms
- Met construction deadlines and quality standards

List jobs - most recent first

Watch verb tenses —use present tense if still at job/ past tense if not.

Carpenter, CJA Remodeling, Pierce, Nebraska

Summers, [year]-[year]

- Cut and trimmed floor coverings to fit in designated areas or rooms
- Recorded measurements and studied floor sketches to calculate materials
- Installed floor coverings, pad and sub-flooring
-

Start each description with a strong action verb

Lifeguard, City of Norfolk, Norfolk, Nebraska

Summer, [year]

- Taught swimming lessons to all ages and levels of swimmers
- Ensured safety of patrons through enforcement of pool policies

Farmhand, Wagner Farms, Pierce, Nebraska

June [year]-May [year]

- Operated large machinery and performed maintenance on equipment
- Performed a wide variety of farm and ranch duties

ACTIVITIES

Building Construction Club, President
Habitat for Humanity, Volunteer
Healthy Hawks Group
Student Government Association (SGA)
Intramural Sports

Get involved! Employers like to see students who have been active on-campus and in the community.

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Second page should at least have your name and page 2, or can use same heading as Page 1.

REFERENCES

Mr. Current Employer	Ms. Former Employer	Mr. Current Instructor
Title	Title	Title
Company Name	Company Name	College
Address	Address	Address
City, State, Zip Code (XXX) XXX-XXXX	City, State, Zip Code (XXX) XXX-XXXX	City, State, Zip Code (XXX) XXX-XXXX
Email Address	Email Address	Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.