**Civil Engineering Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

**Contact Information** (Address, Email, and Phone)

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Science in Civil Engineering,** ExpectedGraduation, Month, Year

Concentration: (Select \* transportation, structures, advanced project modeling, or environmental engineering\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

QPA: (list if noteworthy; 3.0+)

 **Possible Subheadings under Education: \***Study Abroad; Honors; Relevant Coursework\*

**COMPUTER SKILLS** (should be a focal point of resume; possibly consider subheadings for information)

 **Languages:**

 **Operating Systems:**

 **Applications:**

 **Networking:**

 **Hardware:**

 **Telecommunications:**

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RELEVANT EXPERIENCE**

**Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Research,** dates

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**Campus Leadership/Involvement**

**Leadership Role,** Organization(dates)

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Public Relations Experience

**Civil Engineering Resume Example**

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**Joe Schmo**

**Contact Information** (123 Maple Drive, Email@domain.com, 123-456-7890)

**EDUCATION/TRAINING**

**Bachelor of Science in Civil Engineering,** ExpectedGraduation, December 2020

Concentration: Advanced Project Modeling

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

GPA: 3.1

**COMPUTER SKILLS**

 **Languages:**

* Python

 **Operating Systems:**

* Primavera
* Microsoft Venture

 **Applications:**

* Microsoft Office
* AutoCAD
* 3D Max
* Etabs

 **Hardware:**

* SAP 2000
* MATLAB
* PTC MathCAD

**PROFESSIONAL INTERNSHIPS**

**Intern,** PennDot, May 2020 – August 2020

Commonwealth of Pennsylvania

* Mapped and illustrated various roads and bridges across the state
* Alongside employers, designed blueprints for potential tunnels along Cumberland County
* Transcribed meeting minutes for public distribution.

**Campus Leadership/Involvement**

**Vice President,** ENACTUS**,** August 2016 - Present

* Coordinated with local food vendors to source charitable goods for food banks
* Volunteered hours servicing local homeless shelters
* Engaged with university to challenge food insecurity.