

**WARNING** - State licensing boards do not let you use the term EIT, even if you have passed the exam, until you have graduated. This is technically a violation that could lead to disciplinary action. In addition, the font should be bold and stand out better. This font is also a little too fancy for most purposes although professional and modest displays of your design and artistic talents is OK on an AE resume.

Provide local contact information as well including a phone and email address in addition to any permanent info you want to include. Most companies will contact you by local phone or email.

**Ron Burgundy, EIT**

100 Fantana Avenue, San Diego, CA 92101

Only Ron would say that! Use this space to identify the type of job you want (summer, full time etc.) and to make it clear what option or discipline you are. See samples and web resources for more info and examples.

**Objective:** To get a gig in AE.

**Education:** Pennsylvania State University, State College, PA

Bachelor's of Architectural Engineering  
Five year professional degree – ABET accredited  
Junior/Senior GPA: 3.4  
Expected graduation: May 2010

Wrong! The Pennsylvania State University or Penn State University and it is located in University Park. You get a bachelor's degree but you list it as Bachelor of Architectural Engineering or BAE, MAE, etc. See the Penn State Style Guide at: <http://ur.psu.edu/stylemanual/editorial/pennstateinfo.html> for information on both these topics.

Better if you put overall PSU GPA as well but if you only put one, make sure it is clear what it represents. Also, delete expected, it is assumed you WILL graduate.

**Saint Dorothy Mantooth School for Boys**, Corningstone, CA  
GPA: 3.8  
Graduated with honors

**Experience:**

Reorder! Most recent is first. Bold the name of the company to stand out in lieu of location. "Summer" is not the most important item here. Make name of the firm stand out by placing it first.

Summer 2006	<b>San Diego Community College</b>	<b>San Diego, CA</b>
	Worked as a teaching assistant in 2 technical drawing courses.	
Summer 07	<b>Symmes Maini &amp; McKee Associates</b>	<b>Boston, MA</b>
	Updated and Edited CAD Drawings Reverse engineered existing structures	
Summer 2008	<b>Wiss, Janney, Elstner Associates, Inc.</b>	<b>Lakewood, CO</b>
	Assisted in load testing on high rise structures Worked onsite observing door and window installation	

Avoid typos at all costs!

Unless you are looking for a local job, minimize or delete high school info and use the space for other more recent information.

**Honors/Organizations:**

"Member" is assumed. The name of the organization and any role or position you obtained is the most important. Also, Spell out name of organization.

Member of SSAE  
Member of ASCE  
Received Brick Tamland Memorial Scholarship  
Went to Rome Summer School

Be more specific. List as Education item. OK to list Rome GPA as separate item.

**Skills:** AutoCAD, Photoshop, jazz flute, SketchUp, Dreamweaver, bear fighting, fluent in Elfish

**References / Portfolio:** Available upon request . I'd be happy to send you a copy.

Need to save space? Don't worry about **References**. Have a separate sheet available in case someone asks. Most won't need a portfolio so don't advertise what you can't deliver. L/E students may be the exception. If so, never provide the original. Try to use web-based and send or list link.

Provide specific versions of software and details as appropriate. See final version of resume for examples. Languages are desirable skills these days, bear fighting is out.