

RESUME WRITING

A Guideline for Students With Experience

NAME

Physical address

Phone Number (make sure your voicemail recording is professional)

Email / Website / Portfolio link / LinkedIn Page

Objective (optional)

To obtain a summer internship in the field of _____ (your discipline, area of interest)

Education

University of Texas at Austin

Master of Architecture (expected) May 2017

University of Florida, Gainesville

Bachelor of Arts, Urban Studies, August 2012

Skills

Digital: AutoCAD, Rhino, Grasshopper, Revit, SketchUp, Photoshop, InDesign

Analog: Sketching, Rendering, Model Building, CNC Routing, Woodworking

Related Experience (relevant studio/research/volunteer work)

Olson Kundig Architects, Seattle, WA, May - December 2014

- Introduce employer and your role. "Served as intern for firm specializing in..."
- Specifically mention duties and elements you produced: construction documents, hand drawn renderings, SketchUp model, etc.
- Mention the skills you utilized or enhanced: AutoCAD, GIS, Photoshop, model building, hand drafting, etc renderings, SketchUp model, etc.

STG Design, Austin, TX, June - August 2013

- (see above)

Academic Experience (valuable skill-set you possess through experience - see right)

UT Austin Center for Transportation Research, Austin, TX, October 2012 - April 2013

- Introduce experience. "Collaborated with planners, educators, and community members to develop and conduct research involving transportation modeling, GIS analysis, and urban renewal"
- Describe specific duties and outcomes.

University of Florida College of Liberal Arts, Gainesville, FL, September 2011 - August 2012

- (see above)

Rebuild Katrina Mission, Volunteer, Fall 2011

- Helped to build functional furniture for a community center with materials gathered from the homes that had been destroyed
- Collaborated with a Habitat for Humanity group in the construction of three homes

Additional Work Experience

- Jamba Juice, Associate, Austin, TX, Summer 2013
- Olive Garden, Server, Jacksonville, FL, Summer 2008

Honors & Awards

University of Texas at Austin, Design Excellence, Spring 2014

American Institute of Architects, Student Design Award, Fall 2013

University of Florida, Steven Richards Award for Leadership, Spring 2012

Keep design clean and efficient. Brand yourself with subtle use of font style. Integrate these attributes into all application materials you create to craft your own unique professional identity.

The Objective should not be obvious or redundant.

Keep Education short and simple and near the top. No need to list courses, thesis work, or research, as you will include this info within an academic experience category.

Jump to skills next. A brief list will suffice. Consider breaking this section into two categories: one that covers software and one that focuses on the non-digital realm.

If you have related professional experience, follow education with these positions. The more relevant experience you gain, the more valuable that experience becomes. If you have ample experience and have held multiple positions, consider using categories to organize your resume. This allows you to showcase the most relevant positions you have held first, and supplements that body of work with a highly marketable skill-set.

Experience categories can include, but are certainly not limited to: academic, communications, public service, leadership, management, research, projects, installations and exhibitions.

List unrelated positions in additional work experience category. While it's important to showcase employment history, not as much detail is needed here.

Include any honors, awards, and scholarships that you have received with regards to your work. Always a plus!

UTSOA Career Services

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