

RESUME WRITING: THE BASICS

A Guide for Students with Limited Professional 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)

Project Title, Fall 2013

University, Professor Name (optional)

- Describe the project: residential, mixed use, healthcare, zoning plan. Where it's located, reference any affiliations or collaborations with any firms/designers/companies
- Mention the skills you utilized or enhanced: AutoCAD, GIS, Photoshop, model building, hand drafting, etc.
- Specifically mention the elements you produced: construction documents, hand drawn renderings, SketchUp model, etc.

Research/Thesis Title, Spring 2012

University, Professor Name (optional)

- Describe the research: goal of paper/project, data analyzed, community engaged
- Mention skills utilized or gained: writing, editing, presenting
- Explain outcomes: conclusions gathered, future action plan

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

Memberships/Activities

Alpha Rho Chi National Architecture Fraternity, Member

American Institute of Architecture Students (AIAS), Member

Honors & Awards

Excellence in Design Award, University of Texas at Austin, Spring 2013

Travel Scholarship for AIA National Conference in Boston, MA, Fall 2011

Brand yourself with subtle use of fonts and colors. Integrate these attributes into all application materials you create to craft your own unique professional identity.

If you're applying for a position directly related to your major, the objective is redundant. If you're applying to a position outside your major, the objective can clarify your intentions.

Lead with education. You're a student at one of the nation's best programs - showcase it!

If you have limited to no professional experience, consider following education with skills. Skills demonstrate to an employer that you have the competency to contribute to their office work, regardless of level of work experience.

Yes, you read that correctly - schoolwork can qualify as experience! Your studios and research papers directly prepare you to tackle real-world projects, so describe them as such. Emphasize skills utilized and problems solved.

Additional work experience demonstrates initiative, hirability, and dependability. You may choose to expand upon these positions to highlight certain skills gained.

Memberships and activities are great additions to your resume. Expanding upon them is encouraged, especially if you hold or have held a key leadership position.

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

This is just a suggested content outline to draft your first resume. As always, Career Services is available to help tailor your resume to your skills and interests. Contact us at utsoa-careers@utexas.edu.

