



# **You're Hired!**

## **A Guide to Landing Your First Job**

- **Resume Guide**
- **Interview Preparation Tips**
- **Career Fair Advice**

# Resume Guide

2

Your resume is a marketing tool to sell YOU! It showcases your background, qualifications, skills, and experience, and potential employers use your resume to make interview and hiring decisions. An example resume is provided below along with some tips to help you stand out from your peers.

## Sample Resume

### Contact Information

#### Full Name

Phone Number

Professional/Student Email Address

LinkedIn Profile (if applicable)

### Objective

Motivated civil engineering student with strong academic foundation and hands-on internship experience seeking an entry level position to apply engineering principles and gain real-world design and construction experience.

### Education

#### Bachelor of Science in Civil Engineering

Name of College/University, City, State

Expected Graduation: May 2026

GPA: 3.6/4.0 | Dean's List (4 semesters)

**Relevant Courses:** Structural Analysis, Transportation Engineering, Fluid Mechanics, Soil Mechanics, Environmental Engineering, AutoCAD for Civil Engineers

### Technical Skills and Certifications

#### Computer Skills

- AutoCAD Civil 3D
- MATLAB • Revit
- Microsoft Excel
- SAP2000
- Bluebeam Revu
- ArcGIS
- HEC-RAS (basic)

#### Certifications

- OSHA 10-Hour Construction Safety (2024)
- AutoCAD Civil 3D: Beginner to Intermediate Course Certificate (Coursera, 2023)

## Tips

### 1. Tailor Your Resume

Customize your resume for each application. Use keywords from the job description and focus on relevant experiences and skills.

### 2. Format for Readability

- Use a clean, professional design with clear headings and ample white space.
- Choose a readable font (e.g., Arial, Calibri) and maintain consistent formatting.

### 3. Objective

A brief statement (1-2 sentences) about career goals and what you can offer. Tailor this to the job or internship being applied for.

### 4. Education

Include school name, location, degree, expected graduation date, and any honors or relevant coursework.

### 5. Technical Skills and Certifications

Highlight technical skills and certifications that are relevant to the job description.

### 6. Keep It Concise

- Aim for a one-page resume.
- Focus on relevant experiences and avoid unnecessary details.
- Use bullet points for clarity.

## Sample Resume (Continued)

### Experience

#### Capstone Project: Sustainable Stormwater Management Plan Fall 2024 – Present

- Designed stormwater detention and green infrastructure for 10-acre campus development.
- Used EPA SWMM to model runoff and developed erosion control plan in accordance with local codes.
- Collaborated with a 4-person team and presented findings to faculty and industry representatives.

#### Concrete Canoe Team Member – ASCE Student Chapter Spring 2024

- Participated in mix design, mold construction, and testing of lightweight concrete canoe.
- Gained hands-on experience in materials testing and teamwork under tight deadlines.

#### Civil Engineering Intern ABC Engineering Inc., City, State May 2024 – August 2024

- Assisted in surveying and site inspection for residential subdivision project.
- Updated CAD drawings and reviewed submittals under supervision of PE.
- Attended client meetings and observed permitting and zoning discussions.

### Leadership and Involvement

- ASCE Student Chapter  
Treasurer, 2024–Present  
Member since 2023
- Society of Women Engineers (SWE)  
Member
- Engineering Tutoring Center  
Peer Tutor (Statics & Strength of Materials)
- Intramural Sports: Soccer and Captain of Basketball Team

### Additional Information

- Fluent in Spanish (native speaker)
- Availability: Full-time employment starting in June 2026

## Tips (Continued)

### 7. Experience

Include internships, part-time jobs, volunteer work, or relevant projects.

### 8. Use Action Verbs and Quantify Achievements

Start each bullet point with a strong action verb (e.g., “Managed,” “Developed,” “Organized”) and, when possible, quantify achievements (e.g., “Increased campus event attendance by 30%”).

### 9. Proofread and Edit

- Carefully review the resume for any spelling or grammatical errors.
- Ask a mentor, teacher, or friend to review it as well for feedback.

### 10. Leadership and Involvement

Include any relevant clubs, organizations, or sports involvement that demonstrates leadership and teamwork skills. This is a chance for you to showcase some of your soft skills (communication, teamwork, leadership).

### 11. Additional Tips

- **Stay Positive:** Writing your first resume can be challenging but remember that everyone starts somewhere.
- **Use Online Resources:** Numerous online platforms provide templates and additional tips for resume writing tailored for students.
- **Network:** Reach out to professors, career services, or professionals in the field for advice and potential job leads.

# Interview Preparation Tips

4

Preparing for an interview can be nerve-wracking, but with the right mindset and a few key strategies, you can set yourself up for success. Whether you're applying for your dream job or just looking to improve your interview skills, there are steps you can take to make sure you're fully prepared and confident on the big day.

## Before the Interview

### 1. Research the Company

Take time to browse their website. Check out recent updates on their LinkedIn page. This is a great way to get a feel for their mission, values, and culture, and gather info on some recent projects.

### 2. Review the Job Description

Think about how you can tailor your experiences, coursework or class projects to highlight the responsibilities of the role.

### 3. Practice Your Answers

Practicing your answers helps you feel comfortable and confident during your interview. Practicing out loud with a friend is helpful.

### 4. Dress Appropriately

It's better to dress more professional rather than too casual.

### 5. Arrive Early

Give yourself an extra 15 minutes to allow time to check in at the front desk, use the restroom and calm your nerves.

### 6. Bring a Copy of Your Resume

Do not show up empty handed! Showing you are organized and prepared impresses the interviewer. Having a copy of your resume during the interview also helps reference your experiences.

### 7. Be Prepared to Ask Questions

You should have at least 3-5 questions ready to ask the interviewer(s). Remember, you are interviewing them as much as they are interviewing you! Is the job a good fit for you? Is there room for you to grow? What is the workplace culture like? Not having any questions for them sends the message that you aren't as interested or invested in the position.

## During the Interview

### 1. Actively Listen

Listen carefully to the interviewer's questions and make sure you understand them before answering. Take a moment to gather your thoughts and give a clear, concise response. If you're unsure of the question, ask for clarification.

### 2. Be Authentic

Be yourself during the interview and let your personality shine through. Authenticity can make you stand out from other candidates and help the interviewer get a sense of your fit with the company culture.

### 3. Show Enthusiasm

Show excitement and passion for the position and the company. This demonstrates your commitment and can make a positive impression on the interviewer.

### 4. Showcase Your Accomplishments

Don't be shy about highlighting your accomplishments and successes during the interview. Use specific examples to illustrate your skills and experience and explain how they would be beneficial to the company.

### 5. Be Prepared for Behavioral Questions

Prepare to answer behavioral questions that ask you to provide specific examples of how you've handled certain situations in the past. Use the STAR method (Situation, Task, Action, Result) to structure your answers. It's perfectly fine to have your notes or reminders in front of you during the interview.

### 6. Be Prepared to Address Weaknesses

Provide honest and constructive answers on how you're working to improve any weaknesses or gaps in your experience, and demonstrate a willingness to learn and grow.

### 7. Don't Forget to Ask Questions!

## After the Interview

### 1. Follow Up

Send a follow up email within 24 hours after your interview to thank the team for their time and reiterate why you would be a good fit for the role.

### 2. Take Notes

What did you learn from the interview? Make notes on your impressions, likes and dislikes, what further questions you may have, etc. This will help you prepare if you have a second interview.

### 3. Expand Your Network

Getting a job is all about who you know! Add any new contacts you've made from your interview to your contacts list, and request to connect with them on LinkedIn. Don't forget to follow the company page as well.

### 4. Learn From Your Experience

Every interview gets you closer to a job, even if it doesn't go well. After each interview, review your answers to interview questions. Do you need to make any changes? Sometimes you may think of a better response or example you could have given after the interview is over. The time to make changes is while it's still fresh in your mind.

## Typical Questions You Should Be Prepared to Answer:

- Tell me about yourself.
- Why are you interested in this role/our company?
- How has your previous experience or coursework prepared you for this position?
- What are your biggest strengths and areas for improvement?
- Describe a challenge you faced at school or work and how you handled it.
- Why should we choose you for this position?

# Career Fair Advice

Career fairs are a fantastic opportunity to advance your career search, practice your networking skills, and get comfortable having professional conversations. Here are some helpful hints to prepare you for the career fair experience.

## Before the Career Fair

### 1. Do Your Research

Which companies do you want to visit and why?

### 2. Prepare a List of Questions

Topics may include company culture, professional development opportunities, and current job openings.

### 3. Practice Introducing Yourself

Prepare and practice your 30-second introduction. Include your name, year in school, major/focus area, and what you are looking for.

### 4. Dress Appropriately

Make a strong first impression, more professional is better than more casual.

## After the Career Fair

### 1. Follow-up Within 24 Hours

Send thank you emails (good), or cards (better).

### 2. Be Specific in Your Follow-up

What did you like about what you heard/learned?

### 3. Apply for Open Positions!

Check back regularly to see if new positions have been posted.

#### Example Introduction

“Hi, I am John Doe. I am a Junior majoring in Civil Engineering with a focus on transportation. I am really interested in infrastructure planning and design, and would love to learn more about internship opportunities with your company.”

## During the Career Fair

### 1. Come Prepared

Bring your resume and information on companies you have researched, and have a plan. Prioritize the companies that you want to visit first.

### 2. Take Notes

What did you learn? Make notes on your impressions, likes and dislikes, and any further questions you may have, etc. Don't forget to ask for contact information so you can follow-up!

### 3. Observe and Listen

Learn from others. What are they doing that is successful?

### 4. Smile and Be Yourself

Relax, be yourself, and enjoy the experience!

## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## About EEFA

The Engineering Education Foundation of America (EEFA) is a nonprofit established by the American Council of Engineering Companies of Minnesota. The Foundation focuses on and invests in promoting careers in the engineering field.

### Our initiatives include:

- Support STEM education to inspire future engineers
- Build partnerships with post-secondary schools to promote engineering careers
- Support early career engineering professionals to promote workforce retention
- Provide continuing education opportunities for practicing engineers

Questions? Want to learn more?

Visit [www.engineeringfoundation.org](http://www.engineeringfoundation.org)  
or scan the QR code.

