

# RESUME BASICS

## "Elegant, Brief and Well-Organized"

- Rule # 1** Describe your life using **VERB PHRASES**, going back at least 3 or 4 years, even to high school if you are an undergrad.  
Verbs in the past tense = accomplishments. Consider **everything** you have done as an employee, a student, and a volunteer, as well as in your "spare" time. Note every scholarship, academic honor, exhibit, display, publication, awards in music, art, sports, community service.
- Rule # 2** Put all **DATES ON THE RIGHT MARGIN**. They are the least interesting part of the resume; don't force the reader to read them.  
Also, **don't use the word "I"** or use any complete sentences.
- Rule # 3** Limit your resume to **ONE PAGE**. Be **brief** and **specific**. Avoid "various" and "multiple" . . . instead name the specific items to which you refer.
- Rule # 4** **Minimum font size is 10-point**. Use Arial, Verdana, Tahoma or **ANY OTHER CLEAN FONT** style. You can bold, change font size, use bullets or other simple graphic devices to create an organized page. Architects like "clean" fonts, and don't like to see more than one font style on a page.
- Rule # 5** Choose a format that enhances your skills in the best way.  
**Reverse Chronological** is great for you if your most recent work experience has been in architecture, engineering, or construction.  
See Career Director for examples of resumes for students without experience.
- Rule # 6** Your "audience" will be a group of designers. The first impression they will have of you will be your resume. Design a resume that will appeal to a designer: **elegant, brief, and well organized**.

### Possible Headings

The following headings may appear on your resume.  
Those in bold are required; the others are optional.

<b>EDUCATION</b> (include name of degree, date, school, location)	
<b>EMPLOYMENT</b> (include title, dates, name of company, location)	
<b>COMPUTER</b>	HONORS
SKILLS	AFFILIATIONS
PROFESSIONAL EXPERIENCE	EXHIBITIONS
RELATED EXPERIENCE	VOLUNTEER
COMPETITIONS	LANGUAGES
INTERESTS	

- Your References and Portfolio will go with you **to the interview unless otherwise directed**.
- Send a cover letter and sample page with your resume **unless otherwise directed**.

Create 2 resumes:      1) For Interview & Mail: graphically appealing & on quality paper  
                                 2) **To post on the internet or e-mail, use pdf in SMALL FILE SIZE.**

- Use only one address/phone/e-mail for a more professional "letterhead" look. Most people use the **Syracuse** address while in school; change to permanent when at home.
- If you are enrolled in IDP, add that to your resume. Report # hours earned.

# Common Resume Mistakes:

Not looking at my FAQ tips? Big mistake . . .

Not looking at the examples of resumes on <http://soa.syr.edu> for the most recent graduating class. Wha?

Spelling errors that would be caught by SPELLCHECKER. Bummer. Architects think that typos = no attention to detail. Since the only decent Spellchecker is in MS Word, you need to copy ALL text (including captions) and paste it from Adobe or other software into Word. It is a very important final step in your process of production.

For example: Liaison has 4 vowels!!

You and your degree program are SINGULAR, not possessive: Bachelor of Architecture & Master of Architecture. (No Bachelor's or Master's)

You are earning a B.Arch or M.Arch . . . NOT a B.A. or B.S. or M.A. or M.S.

Don't indicate the year when you started at SU . . . only the MONTH & YEAR that you expect to graduate.

V-Ray, SketchUp, AutoCAD : spelling, caps, punctuation matter

Do NOT include "References" or "References Available Upon Request" on your resume. That's so . . . 20th century . . . read the FAQs at <http://soa.syr.edu>

Don't use color on your REZ unless it is color that you pull from your Sample Page.

ALWAYS, always, all-wayz . . . x 100 . . . include a Sample Page. Your target audience is a group of very busy, middle-aged, bifocal-wearing, capitalist designers. They are visual people in a hurry. Give them images.

Always include your name and cell# or email on EVERY Sample Page in case your materials are printed and then get separated.

Never use staples or paper clips. Double-siding is risky for image bleed-through or . . . the reader doesn't notice the other side.

Resume should be brief, organized and "elegant." Never use more than one page until you have been out of school x 5 years.

Write phrases that do NOT include I, me, my, we, you, our, mine . . .

No need to clutter Skills section with "MS Word" . . . or Powerpoint, but Excel is valuable to include.

Sample Page: Show process and at least one plan.  
How do you think? Sketches, diagrams, study models, collage?

File size too large? Reduce file size to 1 MB or less for every page of images. Use FAQ tips. Rasterize.

Put headings on left side of page, **dates on the right**. Stay conventional so that employer easily knows where to look to find information.

Don't try to be "exciting." Instead, aim for "quiet and sophisticated."

## ***How do I start my resume?***

Design a resume that will appeal to a designer:

### **"Elegant, Brief and Well-Organized"**

Choose a format that enhances your skills.

**Reverse Chronological Order** is great, especially if your most recent work experience has been in architecture, engineering, or construction.

Limit your resume to **one page**. Be brief and specific.

Choose **one clean font** (Examples: Arial, Verdana, Tahoma). Minimum font size is 10-point. You can bold, change font size, use bullets or other simple graphic devices to create an organized page.

Use only one address/phone/e-mail for a more professional "letterhead" look. Most people use the Syracuse address while in school; change to permanent when at home.

**Verbs in the past tense = accomplishments.** Consider everything you have done as an employee, a student, and a volunteer, as well as in your "spare" time. Note every scholarship, academic honor, exhibit, display, publication, awards in music, art, sports, community service.

Describe your life using active verbs. Go back at least 3 or 4 years, even to high school if you are an undergrad.

Don't use the word "I" or write in complete sentences.

Avoid the words "various", "miscellaneous" and "multiple" . . . instead name the specific items to which you refer.

**Put all dates on the right margin.** They are the least interesting part of the resume; don't force the reader to read them.

If you are enrolled in IDP, add that to your resume. Report # units earned.

Create 2 versions:

One for an In-person Interview or Snail Mail should be graphically appealing on quality paper.

One to post on the internet or e-mail should be a PDF smaller than 1MB and compatible with Acrobat 5.0.

Both versions should be accompanied by a cover letter and your sample page unless otherwise directed.

Neither should be included in your portfolio.

## **RESUME: Most Common Mistakes**

### **Materials:**

There is no hyphen: Plexiglass, Plywood.

Spell: vacuum forming.

Spell: vellum.

graphite and ink are not capitalized.

### **Digital Media:**

3ds Max has a capital “M” & a space in it

AutoCAD = “cad” capitalized,

AutoCAD should have no space between “auto” and “CAD”.

InDesign has a capital “D” & no space.

V-Ray has a hyphen and capital ‘R’.

SketchUp has a capital “U” and no space.

Spell: 3D Printer, Laser Cutter, CNC Mill, Vacuum Former.

### **Education:**

#### **Describe your degree properly**

Bachelor of Architecture

Master of Architecture

**No possession (Bachelor’s) or plural (Masters)**

### **ADDRESS:**

#### **Use only one mailing address:**

Syracuse address preferred for all on-campus interview documents

UNLESS you only want to work in your hometown area.

Or . . . create 2 resumes; one for hometown, one for other cities.

#### **Add “working” thesis title below degree**

ARC of Remembrance: A Memorial for Afghanistan Nurses

### **Went Abroad or to NYC?**

EX: International Study – Florence, Italy: Italian language, culture & travel sketching

Urban Studio - New York, NY: Craig Dykers, Visiting Critic

### **Awards:**

Apostrophe: Dean’s list, Founder’s Scholarship

National Honor Society, not “Honors”

### **Affiliations:**

Affiliations – 2 Fs, one L

**Spell: LIAISON has 4 vowels**

**LED = past tense of “lead”, as in: I led the team . . .**

NCARB: IDP Enrolled. Add # hours earned.

### **RUN SPELLCHECKER: copy/paste your text from InDesign to Word:**

Run spellchecker **on your sample page, too.**

Use only one font style, sans-serif, **10 pt size = minimum**.

Add your thesis title --- or at least a “working” thesis title.

IF you studied abroad, add detail under Education heading: “International Study: Florence, Italy”

Put the month/year of your graduation **on the same line** as your degree/diploma.

Include **city, state** for each **workplace or volunteer** experience.

Arrange all experiences in **REVERSE chronological** order, most recent experiences closer to top of page for each major heading.

Move all **dates to the right margin** . . . dates are required, but they clutter the page graphically.  
(OK to put on left if graphic design de-emphasizes them.)

Sample Page: use “key” to describe your SKILLS & project name IF you use any text at all. (Text not required.)  
“Clockwise from top left: CAD + Illustrator: art museum; Rotunda: pencil.”

If you have any REVIT skills, use REVIT in your verb phrases and list it first in your computer skills list.

Place your GPA (if 3.0 or above) on same line as degree or on same line as “Dean’s List” rather than use an entire line space for 7 characters.

Use “Summer 2008” instead of “May 2008 – August 2008”.  
If you worked multiple summers in same place, use “Summers 2007, 2008”.

**Sample Page & Portfolio: be sure to credit all team members for any design or image created thru collaboration.**

Only use images that you contributed to in some way of production.  
Don’t use the image if you only contributed design ideas.

Put name and email (at least) on sample page, using graphic design to integrate with your resume.

Sample Page & Portfolio: if you are using an image from your professional workplace or a competition be sure to say “produced for XYZ firm” or “produced for JKL Competition”.

When using a “key” on your sample page (recommended if you choose to use any text at all), use “clockwise from top right” so that you do not need to litter the page with key numbers or letters.

**DO NOT:**

Do NOT Use staples, clips, or covers for document submission **to CBC office or to employer office**.

Do NOT Produce a 2-sided resume/sample page.

Do NOT Cut paper size down to **less than 8.5 x 11**, or use the larger A4 or 8x14.

Do NOT Add “references available on request” to bottom of resume.

Do NOT Create a logo with your own initials. (This is a common joke topic with employers!!)

Do NOT Use **SU logos** or mention the school other than in your education entry.

Do NOT Use “SUSOA” to describe the school. **Instead use “Syracuse Architecture”.**

Do NOT Use “member of” for your affiliations; that’s implied.

**Do NOT Use the words: I, me, or my.**

Do NOT Use a range of years for education experiences; only use graduation year.

Do NOT leave an **“orphan”** in text --- single word alone on a line space.

Do NOT email a Resume & Sample Page(s) **PDF larger than 3MB.**

**Do NOT use copy paper** to print resume, image page(s), and reference sheet for interview.  
(**DO** Use paper with a crisp matte finish, at least 40lb weight.)

Do NOT use a spiral binding for thesis year employment portfolio because pages will not be flush.  
(**Instead, DO use a “wire-O” metal binding.**)

# Robert Smith

Rsmith@aol.com      456 South Street Syracuse, NY 13244      315-678-9101

## EDUCATION

**Syracuse University School of Architecture**  
Bachelor of Architecture expected      GPA: 3.5      .06 spring  
Thesis: (FABRIC)ation  
International Study: Florence, Italy      .05 spring  
Travel sketching and photography, architecture history  
  
Stuyvesant High School, NYC. Regents Diploma.      .00 summer

## EXPERIENCE

Architect Intern      **Fifield Piaker Architects, NYC**      .05 summer  
Designed details for Brooklyn retail store façade  
Sketched schemes for client for 3100-sf residence, CT  
Surveyed Flatiron Building retail space, Brooklyn  
  
Architect Technician      **Historic American Building Survey, Washington DC**      .03 & .04  
National Park Service. Measured, surveyed, and summers  
Documented:  
    John C Calhoun's house, Clemson, SC  
    Kennicott Copper Mill, Kennicott, Alaska  
  
Marketing Assistant      **Ehrenkrantz & Eckstut Architects PC, NYC**      .02 summer  
Prepared marketing book for client use  
Surveyed office for renovation  
  
Admin Assistant      **Alpha20/20 Architects, NYC**      .01 summer  
Assisted in organization of meetings with clients  
Marked blueprints and prepared schedules for construction dwgs

## HONORS

AIA/AAF Scholarship for Professional Degree Candidates      .00 - .06  
Cutler Merit Scholarship for Study Abroad in Florence, Italy      .05 spring  
DIPA Merit Tuition Scholarship for Study Abroad      .05 spring  
National Dean's List – 5 years  
Dean's Scholarship – 5 years  
Honorable Mention: SU Architecture Design Competition      .01 spring

## AFFILIATIONS

NCARB: Enrolled in IDP with 350 hours earned      present  
Golden Key National Honor Society      05 - present  
SU Architecture Student Organization      02 - present  
Phi Kappa Phi National Honor Society      02 - present  
SU Honors Program      02 - present

## COMPUTER SKILLS

Revit, AutoCAD, Adobe Creative Suite including Premier, SketchUp

## INTERESTS

Black/White Photography, Piano, Tennis

# JANE DOE

123 Alphabet Street Syracuse, NY 13244 315-555-1234 jdoe@syr.edu

## EDUCATION

<b>Syracuse University</b> School of Architecture	
Bachelor of Architecture expected	May 2006
GPA 3.00	
Enrolled in IDP: 150 hours earned	
 <b>Madison High School</b> – Greenville, SC	
Diploma	1999
Varsity Basketball, Marching Band	

## AWARDS & HONORS

Cutler Study Abroad Scholarship	2001
Chancellor's Scholarship - Five years	2000
Final Design Project Exhibited, Parents' Weekend	1999
2 <sup>nd</sup> Place: Madison HS Senior Art Project Exhibit	1987

## SKILLS & EXPERIENCE

Architecture Student	Syracuse University School of Architecture	present
	Built basswood model of community health clinic	
	Produced drawings for a firehouse using AutoCAD r12	
	Collaborated within a team for Door Design Competition	
Construction Assistant	Habitat for Humanity: GA, AL, PA	2001-2003
	Assisted in the construction of a single-family residence	
	Worked with 7-member team to complete wood frame	
	Installed dry wall, roofing, & siding	
	Assisted carpenter with installation of cabinets	
Landscape Assistant	Grass-Iz-Us Harrisburg, PA	Summer 00
	Maintained landscaping as part of four-member team	
	Operated heavy equipment	
	Built stone wall for single-family residence	
Office Assistant	Syracuse University School of Architecture	Fall 01-present
	Coordinated document preparation for staff	
	Responded to visitor and telephone inquiries	
Community Volunteer	Greenville Senior Center Greenville, SC	1998-1999
	Prepared and delivered meals to senior citizens	

## AFFILIATIONS

NCARB: Enrolled in IDP with 150 hours earned	2002
American Institute of Architects Students	1999 - present
Architecture Student Organization	1999 - present
Meals for Seniors	1998 – 1999

## COMPUTER SKILLS

Revit, AutoCAD, Rhino, SketchUp



# Susan Chang

• 789 North Street, Syracuse, NY 13244 • schang@aol.com • 315-444-6000 •

## EDUCATION

**Syracuse University School of Architecture** Syracuse, NY  
Bachelor of Architecture GPA 3.48 expected May 2001  
Thesis Project: "Commercial Street Boat Manufacturing Facility – Boston, MA"

International Study: Florence, Italy and Lyon, France  
Coursework: architectural history, travel sketching & photography, sculpture

**Bishop Guertin High School** Nashua, NH  
Honors Diploma June 1996  
Varsity Ski Team, Art project selected for annual exhibit

## SKILLS

Computer: Revit AutoCAD, Adobe Creative Suite, Rhino, SketchUp  
HTML, Form Z, 3D Max, V-Ray

Photography: black and white film processing, digital, video

## EXPERIENCE

Architectural Intern **CMK Architects** Manchester, NH Summers 1999, 2000  
Produced working drawings manually and using CAD.  
Drafted and assisted with schematic designs.  
Built presentation model for Town Planning committee.  
Documented existing conditions for renovations.  
Visited construction sites, met with owners and contractors.

Self-Employed **Chang Painting Services** Bedford, NH Summer 1998  
Owner/Manager of 5-person house painting company.  
Freelance landscaper and painting contractor.  
Built brick patio, completed light construction projects.

Construction Volunteer **Appalachian Foundation** Wheeling, WV Summer 1997  
Built retaining wall, repaired bathroom and roof of a house in Appalachia.  
Constructed outdoor shower house for missionary base in Appalachia.

**Habitat for Humanity** Syracuse, NY Spring/Fall 1997  
Assisted in renovating a single-family house.

## AWARDS / AFFILIATIONS

Intern Development Program: Enrolled with 116 hours earned  
Florence Architectural Photography Competition: Winner 2000  
Italian Culture in Photography Competition: Winner 2000

***Should I use my home address, school address or both on my resume?***

I recommend using your Syracuse address because some firms screen out resumes by looking to see where the student is from.

For example, if you are from a small town in northern California or Denver CO and you are applying for a job in Princeton, NJ... they won't actually feel confident that you would make that kind of change. While this may be true for some students, it is not true for you all. Also, they could guess where you are from by reading the rest of your resume. But lots of decisions are made at a sub-conscious level... before the mind even registers the info and I like to help students to take every advantage they have to NOT be screened out.

However, if you want to work in your hometown or region, then it can be an advantage to have your home address on the resume - for the same reason, only opposite!

Feel free to use either address --- but I do suggest only using ONE address because two addresses is a lot of clutter at the top of the resume. Firms use email and phone to contact you; they won't need a mailing address till later in the process.