

Building Your Resume

Practice writing a description of your work experience from the jobsite for your resume.

Breaking It Down:

1. Start with a title for experience. Make it a description of the project instead of where the project was done.

Examples:

Residential framing
Deconstruction
Residential painting
Electrical prep
Built deck



2. Next break the job into a series of tasks. What steps did you take in order to complete the project? Use action verbs.

Example:

Residential framing: **Laid out** wall with studs 16" on center. **Measured** and **cut** studs.

3. Now add in what type of knowledge was required and power tools used.

Example:

Residential framing: Laid out wall with studs 16" on center. Measured studs and cut with Skilsaw. Required knowledge of basic carpentry and framing.

Now go through the same steps with what you did yesterday to build a description.

1. Start with a title for experience. Make it a description of the project instead of where the project was done.

2. Next break the job into a series of tasks. What steps did you take in order to complete the project? Use action verbs.

3. Now add in what type of knowledge was required and power tools used.

Now do this for past jobs or trades related experience. Anything is relevant if you can explain how it is relevant.

