RESUME TIPS

Submitting your Resume to ECC

Your resume is an introduction and should highlight your education, skills, and experience. A good resume is concise, meaningful, easy to read, and complete.

Resume Length and Content

One to two (1-2) pages is an ideal length for a resume. Although we do not have a page limit, resumes longer than 3 pages are not recommended. A good resume will include:

- **Where we can reach you:** Your legal name, city and state, e-mail address, and phone number (preferably your cell).
- **A brief personal summary (2-4 sentences):** Provide a compelling snapshot of your career. For example: "A Construction Manager with 8+ years of experience overseeing federal vertical construction projects valued at up to $80M. A proven track record of building and leading high-performing construction teams to execute complete projects on or ahead of schedule. Ensures compliance with safety, quality, and client satisfaction."
- **Education:** Including relevant professional registrations and certifications.
- **Key skills:** Be specific and relevant to the position, including hard skills (negotiation, procurement, reading blueprints, budget management, SharePoint, Primavera P6, etc.) and soft skills which are described as people/emotional skills (integrity, self-awareness, time management, team-player, critical thinker, dedicated, problem-solver, etc.)
- **Employer section:** Include the name of the company, location, position title, and start/end dates (month and year). A sentence describing what the company does and the market it serves can be helpful. For example: ABC Construction, Anytown USA | Sept 2017 to Present | Construction firm specializing in large-scale federal government and military construction projects up to $120M across the US.
- **Describe your main job duties and accomplishments:** Specific details help paint a picture and tell your story. Include pertinent details about your performance and/or the projects you contributed to ($ size, team size, how long it took, what your specific contribution was, what you implemented or improved, obstacles overcome, clients, teams you directly worked with, etc.)
- **Managers:** If you are a manager, describe your team and scope of work. For example: "Proposal Manager leading a team of six direct reports on federal government environmental proposals up to $30M in size in the US and Canada."

Resume tips

Tips on submitting your resume to ECC include:

- A cover letter is NOT needed at ECC (and may not be considered).
- A basic Word document or PDF is recommended. Resumes with fancy fonts, graphics, headers, and footers may lose their formatting when submitted into our Applicant Tracking System (ATS), making your resume difficult or impossible to read.
- Keep your resume simple and easy to read; include paragraph breaks. Avoid small font sizes and all caps.
- Include your city and state on your resume; outside the USA, list your country. We may be looking in a particular area (e.g., local candidates) for some positions. If your location does not appear, you may be inadvertently overlooked.
- Consider listing on your resume if you are willing to travel or relocate. The ability to travel is important or required for many of our positions and it is helpful if listed on your resume.