

# Cam T. Ram

Resume  
With Limited  
Experience

CM.Student@colostate.edu

Fort Collins, CO 80523

(970) 123-4567

---

## EDUCATION

Bachelor of Science in **Construction Management**  
Colorado State University

Expected May 2026  
Fort Collins, CO

## WORK EXPERIENCE

### **Cashier**

McDonald's

August 2021 - Present  
Fort Collins, CO

- Work 20 hours per week while successfully balancing a full course load
- Receive and enter customer orders in the restaurant and drive-thru; provide excellent customer service to all patrons
- Clean dining areas, wipe down machines, and assist with closing restaurant at night
- Recognized as employee of the month three times

### **Summer Camp Counselor**

Poulter Colorado Camps

Summers 2021, 2019  
Steamboat Springs, CO

- Collaborated with other camp counselors to guide 100 fifth and sixth graders through daily activities
- Responsible for planning and running karaoke night for each of the ten camp sessions

## LEADERSHIP AND COMMUNITY SERVICE

### **Team Captain**

Women's Soccer Team, Poudre High School

2019- 2021  
Fort Collins, CO

- Member of the team for three years, team captain last two years
- Fostered team spirit and community with all members of the team
- Organized and executed car wash fundraising event for team to attend regional competition in CA

### **Volunteer**

Larimer County Food Bank

August 2021 – January 2022  
Loveland, CO

- Provided 150+ hours of volunteer work in sorting and packaging food donations
- Assisted with administrative and inventory assignments within food bank warehouse

## SKILLS AND CERTIFICATIONS

- American Red Cross Certification - CPR/AED, First Aid Since May 2020
- Proficient in Microsoft Word, PowerPoint, and Excel
- Conversational Spanish and French

# Cam T. Ram

Resume With  
Relevant CM  
Experience

CM.Student@colostate.edu

Fort Collins, CO 80523

(970) 123-4567

---

## EDUCATION

Bachelor of Science in **Construction Management**

December 2022

Minor in Business Administration

Colorado State University

Fort Collins, CO

## RELEVANT WORK EXPERIENCE

*Field Engineer Intern*

January 2022 - Aug 2022

Granite Construction Company

Salt Lake City, UT

- First half of internship - Assisted structures superintendent with project preconstruction activities:
  - Create site layouts, pick plans, and crane analysis for bridge girder design and selection
  - Solicit subcontractor quotes and form relationships with local suppliers
  - Takeoff quantities and assemble estimates for structure-related activities
- Second half of internship - Assisted foreman with daily jobsite responsibilities:
  - Record production quantities in ledger and analyze daily performance
  - Perform quality control inspections and create reports from the data
  - Track material deliveries and review invoices
  - Manage SWPP and perform associated inspections and maintenance

*Project Engineer Intern*

May 2021 - Aug 2021

Novo Construction

Menlo Park, CA

- Managed various aspects of preconstruction including creating bid lists, contacting subcontractors, collecting bids, performing quantity take-offs, and creating and managing online plan rooms
- Created and processed RFIs, change orders and submittals
- Responsible for keeping meeting minutes and maintaining weekly updates
- Supervised subcontractors' work for safety, accuracy, and productivity
- Executed close-out procedures including punch lists, O&M manuals, and owner training

## OTHER WORK EXPERIENCE

*Customer Service Representative*

Part-time during academic year, August 2020 to present

CSU Lory Student Center Event Services

Fort Collins, CO

- Work up to 30 hours per week while successfully balancing a full course load
- Answer phones and provide excellent customer service at reception desk
- Track and maintain event rental inventory and manage small event set-up crews

## LEADERSHIP AND ACTIVITIES

- ASC Commercial Competition Team, 1<sup>st</sup> Place February 2022
- Design Build Institute of America Student Chapter, Active Member October 2021 - Present
- Associated General Contractors Student Chapter, Treasurer April 2020 - Present

## SKILLS AND CERTIFICATIONS

- Passed LEED AP v2.1 April 2021
- Active CPR/AED, First Aid Certification
- OSHA 10-hour Certification
- Experienced in plan reading and estimating
- Skilled in AutoCAD and Free Hand Drafting
- Proficient in Excel, On-Screen Takeoff, Asta, Procore, Bluebeam, and BIM 360

## Action Verb List to help with Resume

### Administrative

administered  
approved  
arranged  
cataloged  
classified  
collated  
compiled  
documented  
expanded  
filed  
gave  
headed  
influenced  
inspected  
judged  
monitored  
obtained  
operated  
organized  
prepared  
prioritized  
purchased  
recorded  
resolved  
restored  
retrieve  
screened  
selected  
spearheaded  
specified  
systematized  
tabulated  
transformed  
utilized  
word processed

### Communication

aided  
addressed  
appraised  
arranged  
arbitrated  
authored  
clarified  
communicated  
conferred  
consulted  
contributed  
convinced  
cooperated  
coordinated

corresponded  
counseled  
debated  
defined  
directed  
drafted  
edited  
enlisted  
explained  
expressed  
formulated  
helped  
influenced  
informed  
innovated  
inspired  
interpreted  
interviewed  
lectured  
mediated  
merged  
moderated  
negotiated  
participated  
persuaded  
promoted  
publicized  
recruited  
represented  
responded  
shared  
showed  
spoke  
suggested  
talked  
translated  
unified  
verbalized  
wrote

### Creative

acted  
abstracted  
adapted  
composed  
conceptualized  
created  
customized  
designed  
detailed  
developed  
directed

displayed  
fashioned  
founded  
generated  
illustrated  
imagined  
improvised  
innovated  
inspired  
integrated  
initiated  
invented  
learned  
memorized  
originated  
painted  
performed  
piloted  
problem solved  
produced  
rendered  
revitalized  
shaped  
sketched  
synthesized  
visualized

### Financial

allocated  
analyzed  
appraised  
ascertained  
audited  
balanced  
budgeted  
calculated  
collected  
computed  
developed  
figured  
financed  
forecasted  
handled  
inventoried  
maintained  
managed  
marketed  
predicted  
prepared  
projected  
purchased  
tracked

### Helping

advised  
aided  
arbitrated  
assessed  
assisted  
attended  
cared  
carried out  
clarified  
coached  
completed  
coordinated  
counseled  
delivered  
demonstrated  
diagnosed  
distributed  
educated  
empathized  
facilitated  
furnished  
helped  
mentored  
motivated  
ordered  
processed  
provided  
referred  
related  
served  
sorted  
tended  
transcribed  
tutored  
typed

### Management

achieved  
administered  
analyzed  
anticipated  
assigned  
attained  
chaired  
charted  
checked  
consolidated  
consulted  
contracted  
controlled  
coordinated  
coped

decided  
delegated  
determined  
developed  
directed  
diverted  
enforced  
established  
evaluated  
implemented  
improved  
lead  
managed  
mediated  
negotiated  
oversaw  
perceived  
planned  
prioritized  
produced  
received  
recommended  
reconciled  
reduced  
reported  
reviewed  
scheduled  
supervised  
supplied  
undertook  
united  
used  
worked

### Research

calculated  
cataloged  
clarified  
collected  
computed  
correlated  
critiqued  
detected  
devised  
diagnosed  
discovered  
dissected  
evaluated  
examined  
experimented  
extrapolated  
gathered  
hypothesized

identified  
inspected  
investigated  
monitored  
observed  
organized  
proved  
researched  
studied  
surveyed  
tested

### Teaching

adapted  
advised  
clarified  
coached  
conducted  
coordinated  
explained  
guided  
informed  
instructed  
presented  
summarized  
taught  
trained

### Technical

Assembled  
built  
calculated  
computed  
conserved  
constructed  
designed  
engineered  
estimated  
extracted  
fixed  
increased  
installed  
maintained  
operated  
overhauled  
painted  
programmed  
rehabilitated  
remodeled  
repaired  
solved  
synergized  
upgraded

## COVER LETTER TEMPLATE

Your Name  
Street Address  
City, State Zip Code  
Phone Number

Date

Individual's Name  
Job Title  
Name of Organization  
Street Address  
City, State Zip Code

Dear Mr./Ms. (identify and address your letter to a specific person)

**First Paragraph:** State the position you are applying for. Mention how you learned of the opening (job posting, fair contact, personal connection or referral, etc.). State WHY you want to work for this company.

**Second Paragraph:** Discuss your experiences and skills as they relate to the position. Don't just repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. State your personal attributes and how they relate to the job or would be a good fit for the company. Remember, the reader will consider this an example of your writing skills.

**Third Paragraph:** This is your closing. Mention that your resume is enclosed and indicate your desire to meet with the employer. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up (Ex. I look forward to hearing from you and will follow up next week to answer any questions and check on next steps). End by thanking them for their time and consideration.

Sincerely,

*(Your signature - digital signature is acceptable)*

Your typed name