

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 2030
Fort Collins, CO

WORK EXPERIENCE

Cashier

McDonald's

August 2026 - 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, providing 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 2026, 2025
Steamboat Springs, CO

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

LEADERSHIP AND COMMUNITY SERVICE

Team Captain

Women's Soccer Team, Poudre High School

2023 - 2025
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 2024 – January 2025
Loveland, CO

- Provided 150+ volunteer hours 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
- Proficient in Microsoft Word, PowerPoint, and Excel
- Conversational Spanish and French

Since May 2024

Cam T. Ram

Resume With
Relevant CM
Experience

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Fort Collins, CO 80523

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EDUCATION

Bachelor of Science in **Construction Management**

May 2027

Minor in Business Administration

Colorado State University

Fort Collins, CO

RELEVANT WORK EXPERIENCE

Field Engineer Intern

January 2026 - Aug 2026

Granite Construction Company

Salt Lake City, UT

- First half of internship - assisted structures superintendent with preconstruction activities:
 - Created site layouts, pick plans, and crane analysis for bridge girder design and selection
 - Solicited subcontractor quotes and formed relationships with local suppliers
 - Performed quantity takeoffs and assembled estimates for structure-related activities
- Second half of internship - assisted foreman with daily jobsite responsibilities:
 - Recorded production quantities in ledger and analyzed daily performance
 - Completed quality control inspections and created reports from the data
 - Tracked material deliveries and reviewed invoices
 - Managed SWPP and performed associated inspections and maintenance

Project Engineer Intern

May 2025 - Aug 2025

Novo Construction

Menlo Park, CA

- Oversaw various aspects of preconstruction including developing 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 2024 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, 1st Place February 2026
- Associated General Contractors Student Chapter, Treasurer April 2024 - Present
- Design Build Institute of America Student Chapter, Active Member October 2025 - Present

SKILLS AND CERTIFICATIONS

- Passed LEED AP v2.1 April 2026
- Active CPR/AED, First Aid Certification
- OSHA 10-hour Construction 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