

(The description can include your overall work experience (see Sample 1) or your contribution in a specific building project (see Sample 2))

Sample 1

As a building energy analyst in Green Space Consultancy, I:

- Performed HVAC sizing/design engineering calculations for a hotel project. I carried out conceptual drawings and technical comparisons on energy savings potentials. I also engaged myself in field inspections. I was also involved in building energy analysis for a large upcoming federal court facility and targeted 43% energy savings.
- I coordinated project assignments as a technical representative. In consultation with architects and engineers I prepared construction documents. In the preparation of construction documents reports in a group of architects and engineers. I was also responsible for attending business meetings and technical discussions with project managers and clients.
- I performed energy audits of three office buildings for their lighting and HVAC Systems

Sample 2

One of the projects I worked on, as a building energy analyst in (name of organization), was the IBR building, my scope was to:

- Construct energy simulation model of the IBR building.
- Set up the weather data and HVAC system parameters for the building model using EnergyPlus
- Carryout whole building energy simulations. I analyzed sub-system energy consumption data
- We arrived at various decision-making parameters for owners to take call on design, construction and operation parameters.