



First Year Student Resume Worksheet

Name *(Use a larger size font for your name)*

Contact Information: School Address (Street, City, State, Zip) **Phone and UIS E-mail**

OBJECTIVE *(Optional, short and concise; do not use I or my)* **Example: Obtain a UIS Student Worker Position**

PROFILE OR SUMMARY *(Summarizes the most important skills, qualifications, accomplishments, and years of experience and personality traits you have to offer the prospective employer; use bullet format)* **Example:**

- First year student with 1 year of customer service work experience
- Computer proficiencies include Word, Publisher, Excel, PowerPoint, and Photoshop *Volunteered over 200 hours over the past year as a ...

EDUCATION *(Start with UIS then Undergraduate Degree)* **Example:**

University of Illinois at Springfield, Springfield, IL
Bachelor of (Arts or Science) in _____ Name of
High School, City, State High School Diploma

Beginning Fall 202?
Month/Year Graduated
GPA: (List if above a 3.0)

HONORS/AWARDS (List relevant honors and awards)

- Member of National Honor Society 2019-2020
- Earned an Illinois State Scholar recognition for having a high ACT score and GPA
- Received the Star Scholar Award for being in the top ten percent of graduating class

WORK & INTERNSHIP EXPERIENCE *(Highlight skills used, abilities, and competencies rather than duties)*

Job Title Company Name, Location Month/Year Begin and End Dates

- Use bullet not sentence format and start with relevant action words
- Describe the skills used and accomplishments
- **Do not use Proper Pronouns** (I, me, my, they, their, or our) when describing your competencies/skills

SCHOOL INVOLVEMENT *(Include student organizations and sports. Indicate roles or positions of responsibility)* ▪

Not a Required Section. Use this section to show employer your transferable and relevant skills.

- Elected President of Student Government during academic year 2019-2020
- Completed 4 years on varsity volleyball team and served as Captain for 2 years

VOLUNTEER ACTIVITIES *(Begin with most recent experience)*

Role Name of Organization/City/State Dates

- Not a required section. Use this section to show employers your transferable and relevant skills.
- Use bullet not sentence format and start with relevant action words.
- Describe the skills used and accomplishments.

Need Help?

- Use our Career Suite Drop-In/Call-In Hours to have your resume critiqued
- Check our website www.uis.edu/career for current Career Suite hours

UIS Career Development Center

Human Resources Building, Room 80
One University Plaza, MS HRB 80
Springfield, IL 62703-5407

phone: 217-206-6508

website: www.uis.edu/career

[YouTube](#)
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email: careerservices@uis.edu

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First Year Student Resume Checklist

Appearance and Format

- Is the copy neatly centered and nicely balanced on the page?
- Is it appealing to the eye?
- If copies were made, is the print sharp, clean, and the paper spotless?
- Are your experiences highlighted by headings (centered or underlined)?

Organization

- Name, address (home and school), telephone number, and e-mail address included?
- Does the organization of the resume emphasize the points you want to stress?
- Under the heading "Education" and "Experience," are the most recent listed first?
- Have you included "Interests or School Activities" to highlight additional information reflective of your desirable traits or attitudes you will bring to the job?

Content

- In the Work Experience Section, do your descriptions cover all of your work experiences relevant to the position you are applying for?
- Have you given emphasis to awards, accomplishments or activities marketing your ability to act responsibly?
- Have you included foreign languages that you speak and/or read?
- Have you carefully phrased your resume to stress your ability to perform successfully as a potential employee?
- Have you included all of your technical knowledge? (Place under Profile Section or create a Technical Section)

Writing Style

- Have you used concise phrases? Do not use paragraphs.
- Is the grammar, punctuation, and spelling correct?
- Were you careful not to be repetitive or excessive in your description?
- Do most of the phrases in your resume start with different action verbs?
- No personal pronouns used such as "I", "My" or "Me"?

Overview

- Have you contacted your references and received permission to use them as references?
- Have you produced a typed reference list?
- Does your resume have a "professional look"?
- Is your resume an attractive, interesting, quick reading factual account that proves that your experience and personal assets qualify you for the job that you want?

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