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:*

- Graduate student with 1 year of database experience
- Add significant honors and awards
- Relevant Certificates with year received

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

University of Illinois Springfield, IL — Beginning Fall 202?
Master of Science in Computer Science — GPA: (List if above 3.0)

Name of University, City/State — Month/Year Graduated
Degree Received — GPA: (List if above 3.0)

Databases: Microsoft SQL Server 2012, Oracle 11g, SQL SAP R2, Microsoft Access, Adobe FileMaker
Software/ERP: PeopleSoft Campus Solutions, Microsoft SharePoint 2010
Data Mining: WEKA and RapidMiner Machine Learning Software
Programming: T-SQL, SQR, Java, C, C++, Scheme, JavaScript, Excel VBA, and HTML

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

ACADEMIC PROJECTS (*Use only if you have no relevant internship or work experiences*)

Database Project (*type of project, do not use the name of the project*)

- Have 3-4 bullets describing skills, tools and environment used to complete
- Role on team and number of members
- **Example:** Created tables and queries using MySQL (*Details of what you actually did*)

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 202?.

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.

UIS Career Development Center
Human Resources Building, Room 80
One University Plaza, MS HRB 80

phone: 217-206-6508
website: www.uis.edu/career
email: careerservices@uis.edu

YouTube Facebook
Snapchat LinkedIn
X
Instagram