



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
Master of Science in Computer Science

Beginning Fall 202?
GPA: (List if above 3.0)

Name of University, City/State
Degree Received

Month/Year Graduated
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

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One University Plaza, MS HRB 80

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