

### **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 <u>you have to offer</u> 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...

<b>EDUCATION</b> (Start with UIS then Undergraduate Degree) Example:
University of Illinois at Springfield, Springfield, IL
Bachelor of (Arts or Science) in

Beginning Fall 2020

Name of High School, City, State High School Diploma 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
- Describe the skins used and accompnishments
- 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 <u>www.uis.edu/career</u> for current Career Suite hours

UIS Career Development Center Student Affairs Building, Room 50 One University Plaza, MS SAB 50 Springfield, IL 62703-5407









# **First Year Student**Resume Checklist

Appe	earance 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)?
Orga	nization
	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?
Cont	ent
	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)
Writ	ing 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"?
Over	view
	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?





