

Your resume is an employer's first impression of you and your qualifications, so making sure you have a great resume is important! Follow the guidelines in this packet to gather your information and complete your first draft. Then follow up by scheduling an appointment with a career coordinator who will help you edit and polish your resume.

Write down notes about your jobs, internships, clubs, volunteer roles and education. Write down notes to compile all of the information you will need for your resume.

Work – Include information about any job you have had. Include babysitting, working on a family farm, being caretaker for family, lawn mowing, etc. (Make sure you have address, phone and contact information for former employers. You won't list all of this on your resume, but some employers will want to contact former employers, so it's a good idea to have it ready.)

Education – You will not list your high school, only college/universities you are or have attended. Include any previous degrees you may have already earned.

Volunteer work – even if you were not paid. Volunteer work develops skills, so you should make sure to include it on your resume.

Clubs/associations/committees – list any that you have served on while in school or in the community.

Any other technical or computer skills, awards or honors, or special training you think may help in your job search.

Job requirements – These will relate to the job description of the job you want to apply for. Read it carefully. If you are not applying for a specific job yet, you can skip this part for now.

2. Visit <https://www.usi.edu/career-services> to view sample resumes. Many are specific to majors and job types.

Click on the "Resources" link in the top navigation bar, then click on the student resources icon.

You also can view a list of resume examples on our website. Example: I was in charge of the need for additional coverage at the counter when I worked at McDonalds. Or, I helped



More major specific sample resumes and resources can be found on our website at

USI.edu/career-services/career-resources-for-students

