

Getting Started On Your Resume

812-464-1865 Career@usi.edu

USI.edu/career-services

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.

1. **Gather information** 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 our website** to view sample resumes. Many are specific to majors and job types.
<https://www.usi.edu/career-services> then click on the student resources icon.
3. You also can view a list of **action verbs** on our website. Example: I was in charge of **assessing** the need for additional coverage at the counter when I worked at McDonalds. Or, I helped **launch** the new software database during my internship.
4. Your resume is always a work in progress. As you add skills or change jobs, you will update your resume.
5. Each time you apply for a job, you should **update your resume** and emphasize skills or experience that apply to that position. This is called targeting your resume.
6. **Schedule an appointment** with one of our career coordinators, for a resume editing appointment.
 Contact us at 812-464-1865 to schedule. Bring your resume with you and the job description for any jobs you are planning to apply for in the near future.

Use MS Word or other word processing software. Save in that format as well as PDF and or .txt when done.	Use a conservative font such as Arial, Times Roman or Calibri. Font size 10, 11 or 12 works best for the body of your resume.	The header of your resume should be a larger font (14, 16, 18). Include your name, address, email and phone number. Use bold or italics and/or a different font for the header to make it stand out.	Follow a standard date format throughout your resume. Examples: May 2017 or 05/2017 Put jobs and experience in chronological order, most recent on top.
It is generally best not to use a pre-formatted template. These can be very hard to edit or add additional information in the future.	Don't use photos on your resume. Never send your resume as a jpeg or image.	Avoid abbreviations such as Univ. (University), USI (University of Southern Indiana). Don't assume employer will know what the abbreviations mean.	It is not necessary to include the day, just the month and year.

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

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

Susie Q. Student sqstudent@google.com 812-999-9999	
EDUCATION	
University of Southern Indiana (USI)	Evansville, IN
Bachelor of Science Health Services-Administration	expected graduation 12/2024
INTERNSHIP	
Deaconess Midtown Hospital	Evansville, IN
Student Intern rotation through four departments	01/2023-08/2023
<ul style="list-style-type: none"> • Human Resources <ul style="list-style-type: none"> ○ Participated in interview appointments with potential employees ○ Led on-boarding benefits education sessions with new hires • Patient Intake <ul style="list-style-type: none"> ○ Managed emergency room check-in desk ○ Communicated to staff about patient flow • Payroll <ul style="list-style-type: none"> ○ Reviewed employee time logs verifying PTO to earned hours and company policy ○ Entered withholding revisions to corporate payroll system software • Customer Billing <ul style="list-style-type: none"> ○ Fielded customer calls concerning account balances ○ Processed customer payments using company accounting software 	
EMPLOYMENT	
Monarch Beverage	Evansville, IN
Promotional Specialist	01/2022-Present
<ul style="list-style-type: none"> • Showcase products and services to Southern Indiana, Northwestern Kentucky, and Southeastern Illinois: 100-mile radius from Evansville, IN office territory • Entice customers to purchase beverages or utilize drink dispensing systems through captivating stories and tasting events • Conduct online surveys on customer knowledge, use, and reaction to products • Collaborate with data analytics and sales department to analyze survey and sales data 	
Kenny Kent Toyota	Evansville, IN
Assistant Office Administrator	05/2019–11/2021
<ul style="list-style-type: none"> • Answered incoming phone calls concerning automobile issues and began the resolution process efficiently and attentively • Partnered with multiple departments to update clients on repair progression • Gained knowledge in evaluating various warranty claims on customer vehicles 	
CERTIFICATIONS	
Basic Life Support/Red Cross	exp 9/2024
Advanced Care Planning/USI	6/2022