

Your resume is an employer's first impression of you and your qualifications, so making sure you have a great resume is essential! First, 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 to help you edit and polish your resume.

- Gather information** about your jobs, internships, clubs, volunteer roles, and education. Then, 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 an 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 you have served on while in school or the community.
 - Any other technical or computer skills, awards or honors, or special training you think may help your job search.
 - Job Requirements – These will come from 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.
- Visit our website** to view sample resumes. We have many specific examples based on majors and job types. www.usi.edu/careerservices, click on the Student Resources Icon.
- You can also 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.
- Your resume is always a work in progress. As you add skills or change jobs, you will update your resume.
- 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.
- 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 plan 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 It should be 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 and 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 the employer will know what the abbreviations mean.	*It is not necessary to include the day, just the month and year.

Archibald T. Eagle

Residence:
8600 University Boulevard
Evansville, IN 47712

Contact Information:
812-464-1865, Archibald.Eagle@usi.edu
<https://www.linkedin.com/in/archibald eagle/>

Outgoing, organized individual, with excellent attention to detail. Able to relate to people of all age groups, seeking an internship in Public Relations to enhance my education and experience.

KEY SKILLS:

- Committed to school spirit
- Solid interpersonal skills
- Energetic
- Excellent communication skills
- Honest, dependable, and motivated
- Strong computer skills

EDUCATION:

University of Southern Indiana, Evansville, IN
Bachelor of Science in Public Relations and Advertising
4.0 Major GPA, 3.90 Overall GPA
(Maintained GPA while working 25 hours per week each semester)
May 2016

Academic Achievements: Dean's list (all semesters); Academic Honors Scholarship Award; Scholastic Achievement Recognition

Specialized Projects:

- Encourage students to be involved and embrace all the experiences offered at USI
- Assisted students in understanding campus policies and regulations

WORK EXPERIENCE:

Archie's Army

May 2015-present

- Mascot
- Lead cheers at university sporting events
- Promote school spirit
- Engage with visitors and students on campus
- Support student athletics
- Encourage students to be involved and embrace all the experiences offered at USI

University of Southern Indiana, Residence Life

2013-2014

- Resident Assistant
- Provided conflict mediation and resolution
- Assisted with student life adjustment
- Assisted students in understanding campus policies and regulations
- Acted as a role model and peer advisor to residents

INVOLVEMENT:

- Career Services Ambassador
- AMIGCO
 - (Option to add one line brief summary)
- Volunteer USI
- Student Alumni Association

Kathy Weinz

Burnt Prairie, IL 62930 (618) 841-1865 kaweinz@yahoo.com

EDUCATION

University of Southern Indiana
Bachelor of Science Food and Nutrition with concentration in Dietetics
Minor: Advertising

Evansville, IN

May 2022

GPA: 3.2

INTERNSHIP

Drury Inn Convention Center

Greenwood, IN

Catering Intern

Spring 2021

- Collaborated with vendors to order sufficient beverages for convention of 500
- Supervised 17 servers during convention through hourly check-ins and organizing food service ahead of convention to try to prevent issues from arising.
- Prepared mock event including budget, beverages, food, decorations, and labor for wedding party of 300
- Assisted with wait service scheduling bi-weekly in Microsoft Excel to fulfill the needs of the staff and convention center.

WORK EXPERIENCE

McDonald's North

Evansville, IN

Cashier

August 2018 - Present

- Conducted accurate cash transactions
- Provided courteous and efficient customer service by listening to customer concerns and ensuring resolutions and needs were met through effective communication.

Pet Food Center

Evansville, IN

Stock Associate

Summer 2017

- Stored stock in appropriate areas so it can easily be found for floor restocks.
- Maintained clean appearance of store by stocking displays appropriately and cleaning on a regular schedule to provide a welcoming environment for customers.

ACTIVITIES

Member of Kappa Sigma Fraternity

Membership committee

Participated in intramurals