



# CAREER DEVELOPMENT RESUME GUIDE & SAMPLE

## FOR THOSE WITH LIMITED EXPERIENCE

If you're like many college students, you may be looking at your resume and seeing quite a bit of blank space. Don't fret: This isn't unusual as you haven't actually started your career yet, so you don't have many years in the field or major career milestones to include. However, applying with a resume less than a page long may not get you the call backs and interviews that you were hoping for. What you might not realize is that there is so much more you can include on your resume besides your degree and your part-time job. Additionally, there are a few simple things you can do to help fill up that space prior to graduating and applying for your first full-time job. Below you'll find a guide exploring some of the many experiences you can include to patch up that blank space and ensure your resume gets the attention it deserves.

### Clarify your purpose with a Career Goal

A career goal is a brief, targeted statement detailing your professional objective and what key skills you can offer the employer. Your professional objective can be a specific job title, company, or field. The skills you choose to showcase should be relevant to the job you're applying for.

Career goals are typically used by entry level professionals and can be especially helpful if you don't yet have any experience directly related to your field.

- Example 1: IL licensed professional educator endorsed in early childhood education seeking a K-3 teaching position; willing to supervise extracurricular activities and clubs.
- Example 2: Written Communication Master's Degree holder looking to contribute refined writing skills, attention to detail, and multitasking abilities to a Senior Copyeditor position at The Chicago Tribune.

### Part time jobs

You may not feel like your retail or fast food job looks like much on your resume, but employers will be thrilled to see it since they're impressed by students who are able to balance work with courses. When crafting the bullet points for your job (the brief sentences highlighting your experiences, skills, and accomplishments), be sure to focus on transferable skills. These are skills that are valuable to any employer regardless of field or industry. For example, if one of your responsibilities was operating a cash register, rather than just writing "operated cash register," you'll want to focus more on your ability to handle monetary transactions efficiently and accurately while making friendly small-talk with customers.

Jobs where you aren't formally employed also count! If you babysit your neighbors' children over summer and winter breaks, if you tutored a friend's younger sibling once a week, or if you taught someone to play violin in your spare time, you can absolutely include those experiences on your resume.

## **Internships**

Internships are an opportunity to explore different career options, hone your skills, and build up your professional network. Internships come in many different forms, and can be paid or unpaid, credit or no-credit. Most students do between one and three internships before they graduate. Since they're a shorter time commitment than a job, typically lasting anywhere from a few weeks to a few months, you could easily fit one into your schedule prior to graduating. The earlier you complete one during your time at college, the better. Since internships offer an honest, boots-on-the-ground glimpse of a career choice, some students may decide that that's not the job for them after all and change career trajectories. It's much easier to change career paths while you're still in school and have space to explore.

## **Volunteer work**

If your resume is a bit light on experience, taking up a volunteer position is a great way to fill in that blank space in addition to gaining new skills, meeting new people, and potentially learning more about your chosen field (or even a field you haven't previously considered).

## **Clubs and professional associations**

If you're a member of a club on campus or a professional group related to your field, you can add this to your resume under a heading like "Extracurricular Activities" or "Professional Associations." You can even include a bullet point or two describing your role in the club, any activities you participated in, or any professional development you may have obtained. This demonstrates to employers that you have knowledge and training specific to your field, and also shows them you can balance your course load with activities outside of the classroom.

## **Scholarships, awards, honors societies, and other academic accomplishments**

Did you get a scholarship to help out with tuition? Were you invited to join an honors society thanks to your good grades? Did you achieve an award at school, work, or from a volunteer position? Including your achievements and awards on your resume is a great way to show employers that you excel at whatever you put your mind to.

## **Skills**

A skills section is pretty standard on a resume, and it typically contains "hard skills" like computer programs, foreign languages, or miscellaneous certifications (like CPR). Most applicants will include basic technological proficiencies, like Microsoft Word, Excel, and PowerPoint. If you learned how to use any industry specific technology during your classes, like Smart Board for educators, then you should include that in your Skills section as well. Foreign languages are also a huge asset to applicants. If you've taken enough Spanish classes that you feel comfortable conversing in the language, include it in this section along with your level of fluency (ex: Spanish—basic conversation, or German—professional proficiency).

## SAMPLE RESUME:

### JANE SMITH

1234 Fletcher Street • Chicago, IL 60618 • 773-123-4567 • jane.smith94@gmail.com

### CAREER GOAL

Bilingual (Spanish: English) B.A. in Human Services student skilled in active listening and communicating effectively with others to determine solutions to problems; seeking a case management position within a community agency.

### EDUCATION

**Bachelor of Arts in Human Services**, National Louis University, Chicago, IL

June 2017

**Associate in Arts**, Oakton Community College, Des Plaines, IL

May 2015

### WORK EXPERIENCE

Ulta Beauty, Chicago, IL

#### Beauty Advisor

July 2015 - Present

- Offer friendly, knowledgeable and courteous service by making eye contact, smiling, and promptly acknowledging and greeting each guest entering the store
- Determine each guest's needs by listening attentively and answering questions concerning products and services while offering product demonstrations. Inform guests of current promotions, events and services within the store
- Perform duties while multitasking, including servicing multiple guests at one time while maintaining composure during busy or peak selling times
- Contribute to store sales goals, resulting in achieving top holiday sales in region
- Assemble advertising displays and arrange merchandise to highlight sales and promotional events; participate in physical inventory preparation, execution and follow-up
- Perform monetary transactions efficiently and accurately; courteously handle sales, refunds and exchanges

YMCA Camp Duncan, Ingleside, IL

#### Group Services, Spring Internship

February 2015 – June 2015

- Developed and designed outdoor classes to meet the needs of diverse groups at year-round camp destination
- Utilized communication and leadership skills by working with all departments at camp, including kitchen, maintenance, and resident/day camp
- Supported the commitment of the YMCA to child abuse prevention and safety by completing child abuse prevention training and implementing proper reporting procedures
- Collaborated with teams on marketing, budget implementation, and fundraising events

### VOLUNTEER WORK

Feed My Starving Children, Schaumburg, IL

#### Meal Packer

November 2016 – December 2016

- Hand-pack nutritionally complete meals into bags which are then sealed, boxed, placed on pallets and shipped out to reach the neediest children

### PROFESSIONAL ASSOCIATIONS

**National Society of Leadership and Success**, *Sigma Alpha Pi*

October 2016 – Present

- Trained in leadership and success skills via an introspective and interactive training session

- Participated in seminars led by celebrities and best-selling authors on topics such as leadership, time management, and goal setting
- Gained experience in setting and achieving goals, receiving coaching, coaching others, and holding others accountable to commitments by participating in peer based leadership development teams

### **AWARDS/SCHOLARSHIPS**

**Pella Corporation Rolscreen Scholarship**

2013 - 2014

### **SKILLS**

Proficient in **Microsoft Word, Excel and PowerPoint**

**Bilingual (Spanish: English)** – Speaking, Reading and Writing