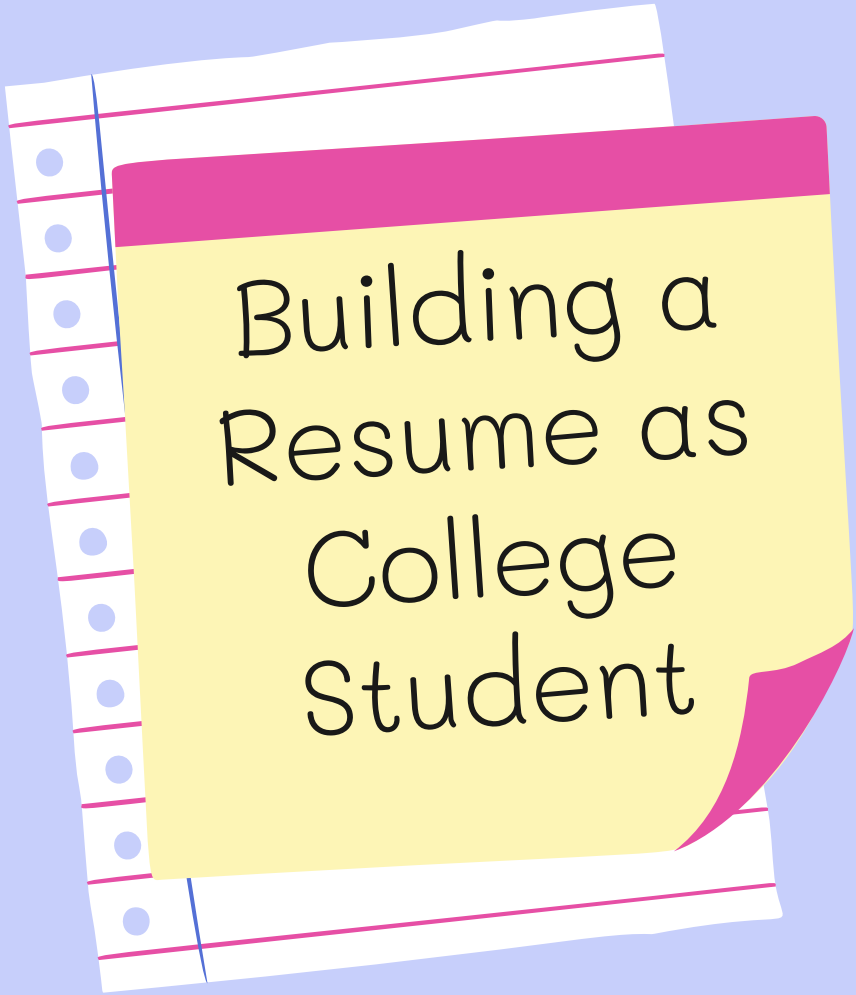




Resume Building

UNIV1000: First Year Experience
Fall 2023 - Nova Southeastern University
Ashley Andersen



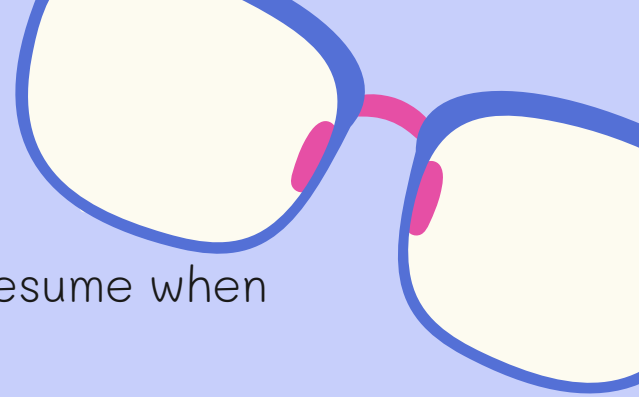
Building a Resume as College Student

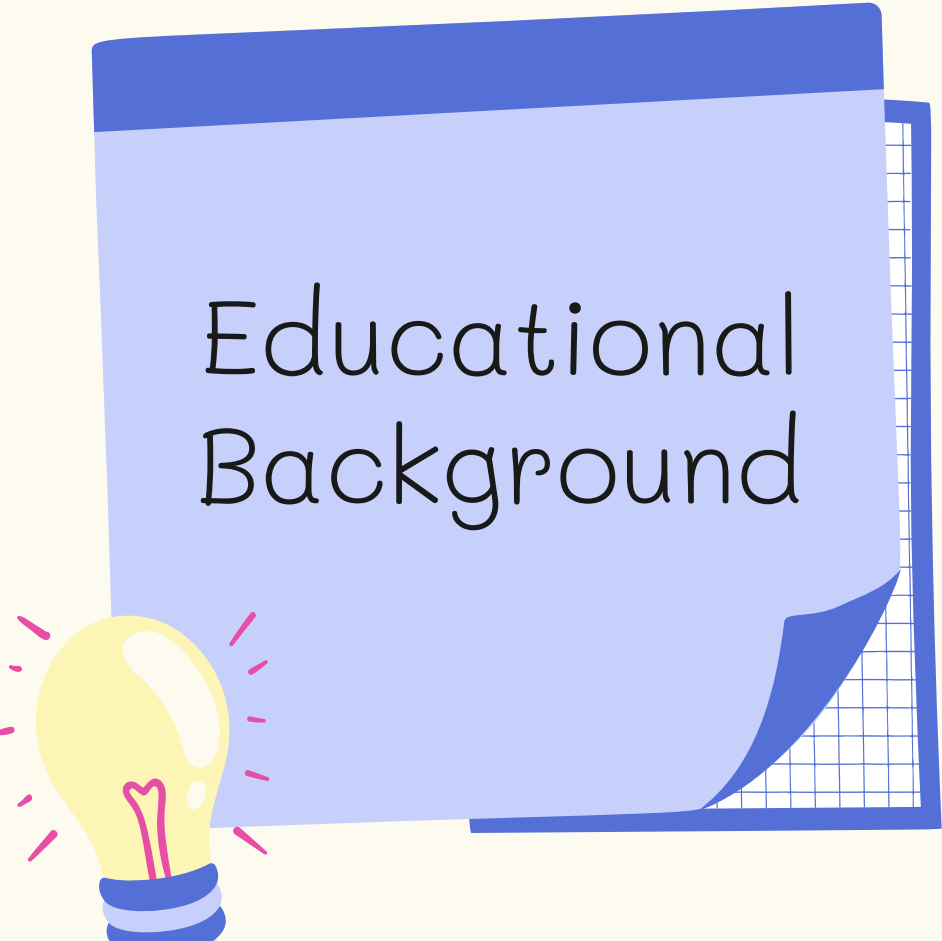
- While you likely had to submit your high school resume for any scholarship applications, additional programs, and any leadership position you may hold, college resumes will look a little different

Work History

This is arguably the most significant part of your resume when applying for a job

- This is arguably the most important part of your resume *after* college
- You should list your work experience beginning with the most recent employment and working back
 - Tip: if you worked many odd jobs throughout the years (like I did), only include the positions that are particularly relevant to the position you're applying for
- When listing your work history, be sure to include the position you held as the header, and the company you worked for as the subheader along with the months/years and duration you worked for them
- When including a description of your role and responsibilities, limit it to a small blurb rather than a paragraph. Employers don't want to read a whole essay on each position and likely won't.





Educational Background

- When including your educational background, you should start omitting high school extracurriculars
- High school clubs, sports, etc. usually don't play into your resume from here on out unless specified by the entity you will be providing it to.
- Instead, structure your educational experience as this example:

Institution:

Location:

Name of Degree / Major or Minor:

Graduation Year:

Relevant Honors or Awards:

Skills and Proficiencies



Technical Skills

- These skills are related to specific fields



Soft Skills

- These skills are more generic but still significant (i.e. presentation, communication, etc.)



Applications

- These are examples of you actively using the previously listed skills



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