

DEPAUL UNIVERSITY CAREER CENTER

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# CRAFTING YOUR RESUME

Tips for First & Second Year Students

## RESUME

PROF

About me

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### EDUCATION

1996 – 1998

*Bachelor of English*  
**UNIVERSITY**

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1998 – 2000

*Master in Journalism*  
**UNIVERSITY**

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### EXPERIENCE

2000 – 2001

*Journalist*





# What is a resume?

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**A resume is a marketing tool.**

It doesn't have to include your entire work and educational history. Instead, use it to promote your most relevant strengths and experiences.



# Do I need a resume?

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## Yes! Students use resumes when:

- Seeking on-campus jobs
- Inquiring about research opportunities
- Applying for scholarships
- Applying for internships once you're ready





## Identify Gaps

Drafting your resume is also a great way to identify desirable skills you haven't yet honed. Use this information to target future opportunities!



# Is there a right way to make a resume?

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## **Not exactly.**

Your resume should emphasize who you are as a unique candidate. Therefore, it is not as simple as filling in a template or copying a sample you find online.

## **But there are best practices.**





Design your document to help your reader easily access the most important information.

Employers are short on time. Stick to one, easily digestible page until you have 3-5 years of full-time, professional experience.

Consistent formatting across all experiences and smart use of white space help your reader skim for pertinent information.

Headings let your reader know what to expect in each section.

Highlight what you're proud of to stand out from the crowd.

Although your skills will be infused throughout the document, a stand-alone "Skills" section calls out your most relevant strengths. TIP: Avoid including soft skills - this section should focus on concrete tasks you can perform for the employer.

FREDDY FIRSTYEAR

334-227-9841 freddyfirstyear@gmail.com freddyf

EDUCATION	<b>BA, Philosophy</b>   DePaul University Minor in Economics   3.75 G.P.A. Relevant Coursework: Digital Communications, Marketing, Writing for Social Change	2023
PROFESSIONAL EXPERIENCE	<b>Education &amp; Development Grant for Employability (EDGE) Student</b>   DePaul University Career Center <ul style="list-style-type: none"><li>Collaborate with team members and the DePaul Alumni Sharing Knowledge (ASK) program to coordinate and host networking events for students and alumni mentors.</li><li>Plan and participate in weekly project meetings in order to effectively organize events and reach project goals.</li><li>Promote Career Center and ASK programs to students in order to encourage student use of professional development resources</li></ul>	2019
ACADEMIC PROJECTS	<b>Press Release and Media Kit</b>   Lola LPC. <ul style="list-style-type: none"><li>Wrote and edited a press release announcing a new infant apparel product line directed at millennial parents.</li><li>Produced media kit promoting launch event. Contents included product photos, bio of founders, and company profile.</li></ul>	2019
VOLUNTEER EXPERIENCE	<b>Community Health in Pilsen</b>   Active Citizens <ul style="list-style-type: none"><li>Designed a health awareness survey and collected 200 responses from the Pilsen community.</li><li>Surveyed data from the City of Chicago, collecting demographic and policy information</li><li>Produced report that cataloged all Pilsen medical providers and their hours of availability.</li></ul>	2018
HONORS & AWARDS	<ul style="list-style-type: none"><li>National Honors Society Member</li><li>National Resource Center James T. Fellowship Awardee</li><li>First-Year Student Leadership Award Recipient</li><li>Franklin N. and Lee L. Corbin Prize Recipient</li><li>Phi Beta Kappa Centennial Prize Recipient</li></ul>	
SKILLS	<ul style="list-style-type: none"><li>Writing/Editing</li><li>Photo Editing</li><li>Proficient in Spanish</li><li>Document Design</li><li>Budget Planning</li><li>Project Management</li></ul>	
TECHNOLOGY	<ul style="list-style-type: none"><li>Data Collection Software (Microsoft Excel, Google Sheets &amp; Forms)</li><li>SPSS</li><li>Adobe Acrobat</li><li>Social Media Tools (Snapchat, Twitter, Facebook, Instagram)</li></ul>	



# What should I include on my resume?

Thinking Through Content

## Be Strategic

Whether you have pages of content from a resume you drafted in high school or are starting from scratch, focus on what will grab your audience's attention. Comb through job descriptions and other resources for clues about what skills and knowledge you should emphasize in your document.



# Highlight Your Student Status

Start with the degree you're currently working on.

- Degree/Major
- Expected Graduation
- GPA

Relevant courses can also be included to signal to your reader that you have gained some insight into and practice in applying skills they are seeking.





# Think Broadly

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VOLUNTEER EXPERIENCES



PAST & CURRENT JOBS



CAMPUS INVOLVEMENT

ACADEMIC & RESEARCH PROJECTS



JOB SHADOWS







## **Focus on Transferable Skills**

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Skills that can easily transfer from one environment to another tend to be high on employers' wish lists. They include everything from Microsoft Office and language skills to your ability to collaborate and problem solve.







# Commonly Sought Skills

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## Communication

Highlight both your written and verbal communication skills across diverse audiences

## Teamwork/Collaboration

Think about times when you have led or collaborated with a team

## Resourcefulness/Adaptability

Problem-solving skills signify an ability to contribute to addressing an organization's pain points

## Technology Skills

Note your software and other tech skills





## What about High School?

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It's fine to start out including experiences from high school, especially when they are relevant, but be mindful of collecting new experiences to show you are actively building and using your skills.



# The 3 Part Accomplishment Statement

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## ACTION

Start each statement with a verb that correlates with the primary skill you are aiming to convey.



## PROBLEM/PROJECT

Exemplify how you demonstrated the skill by describing the activity.



## OUTCOME

Note the why and results of your work through a quantitative or qualitative outcome.



# Examples

- Planned recreational events for children of the Boys and Girls Club, resulting in a fun and relaxed environment to help children participate in productive after school programs.
- Attracted potential customers by answering product and service questions and suggesting information about other products and services.
- Coordinated three fundraising events for local shelters which raised more than \$8,000 (20% over goal) and greatly improved community awareness.

## RESUME

Full Address • City, State, ZIP • Phone Number • E-mail

**OBJECTIVE:** Design apparel print for an innovative retail company

### EDUCATION:

UNIVERSITY OF MINNESOTA  
College of Design

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.83, Dean's List
- Test scores into Range Scholarship

City, State  
May 2011

### WORK EXPERIENCE:

AMERICAN EAGLE  
Sales Associate

- Collaborated with the store merchandise creating displays to attract clientele
- Use my visual awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Promote shipment to increase my product knowledge

City, State  
July 2009 – present

PLANET BEACH  
Spa Consultant

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single-handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

City, State  
Aug. 2008 – present

HEARTBEAT  
Sales Associate

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to use unsold retail merchandise in a retail market
- Offered advice and assistance to each guest

City, State  
May 2008 – Aug. 2008

VICTORIA'S SECRET  
Fashion Representative

- Applied my leadership skills by assisting in the training of new hires
- Set up mannequins and displays in order to attract future customers
- Provided superior customer service by helping with customer decisions
- Took seasonal inventory

City, State  
Jan. 2006 – Feb. 2006

### VOLUNTEER EXPERIENCE:

TARGET CORPORATION  
Retail Volunteer

- Coordinated Home Depot Marketing and Target Inc. at a college event
- Coordinated the University of Minnesota Freshmen in the Target local experience

City, State  
August 2009



# Help is Here!

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## Career Library

Access a rich library of resources online, including videos, samples, and handouts to help you craft your documents. Access the library online at [careercenter.depaul.edu](https://careercenter.depaul.edu).

## Drop-In Advising

No appointment necessary! Meet with a Peer Career Coach to brainstorm when your schedule allows or request an e-review of your draft. Learn more at [careercenter.depaul.edu](https://careercenter.depaul.edu)

## Advising Appointments

Meet with a Career Center team member who has expertise in your areas of interest. Schedule a Career Community-specific advising appointment by visiting [depaul.joinhandshake.com](https://depaul.joinhandshake.com).



# DePaul University Career Center

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## Campus Locations

SAC 192 & DePaul Center 9500

## Phone Number

312-362-8437

## Online

[careercenter.depaul.edu](https://careercenter.depaul.edu)

[depaul.joinhandshake.com](https://depaul.joinhandshake.com)

