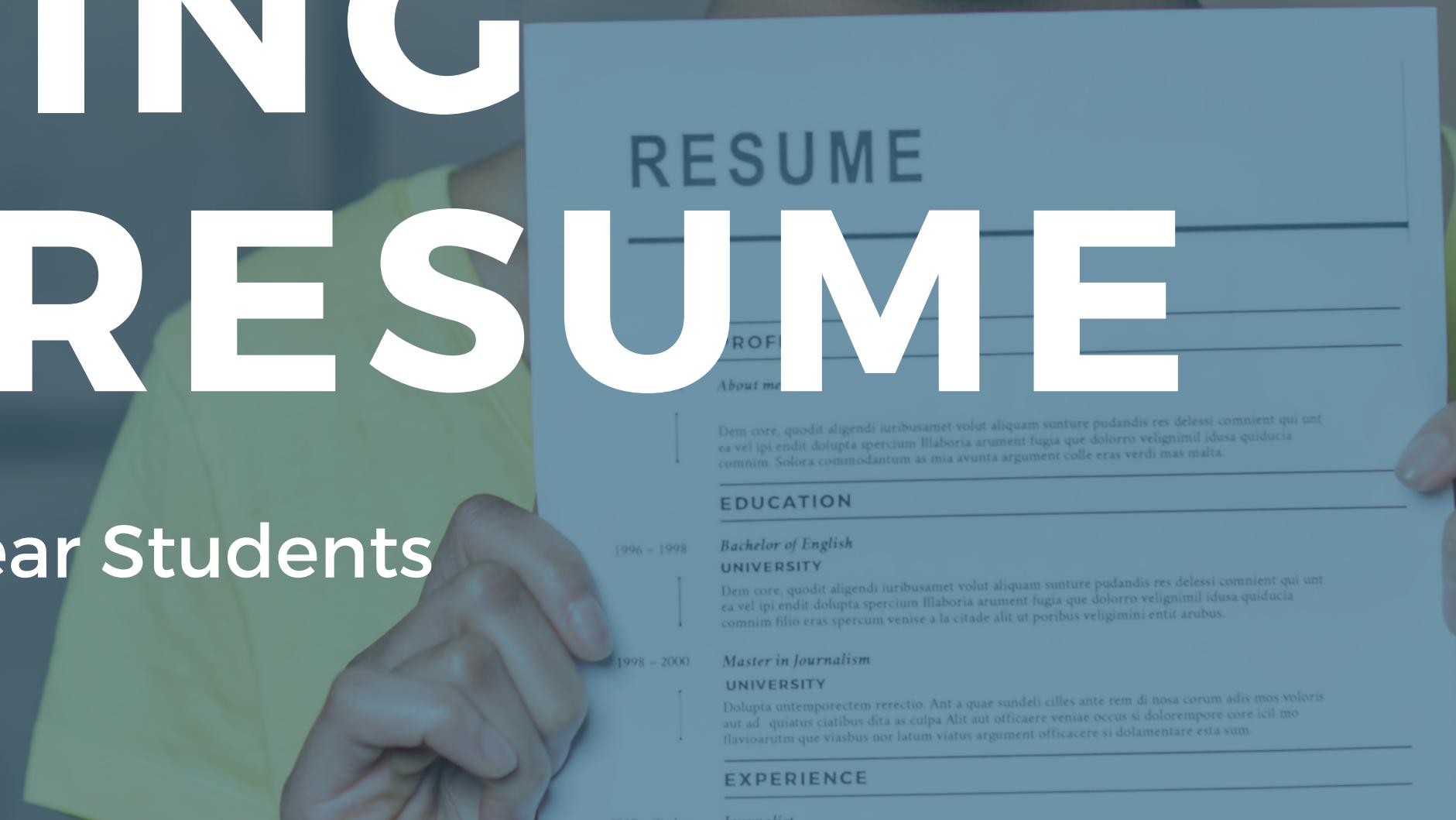DEPAUL UNIVERSITY CAREER CENTER

CRAFTING YOUR RESUME

Tips for First & Second Year Students

What is a resume?

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?

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?

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   in freddyf

EDUCATION

BA, Philosophy | DePaul University   2023
Minor in Economics | 3.75 G.P.A.
Relevant Coursework: Digital Communications, Marketing, Writing for Social Change

PROFESSIONAL EXPERIENCE

Education & Development Grant for Employability (EDGE) Student | DePaul University Career Center   2019
- Collaborate with team members and the DePaul Alumni Sharing Knowledge (ASK) program to coordinate and host networking events for students and alumni mentors.
- Plan and participate in weekly project meetings in order to effectively organize events and reach project goals.
- Promote Career Center and ASK programs to students in order to encourage student use of professional development resources

ACADEMIC PROJECTS

Press Release and Media Kit | Lola LPC.   2019
- Wrote and edited a press release announcing a new infant apparel product line directed at millennial parents.
- Produced media kit promoting launch event. Contents included product photos, bio of founders, and company profile.

VOLUNTEER EXPERIENCE

Community Health in Pilsen | Active Citizens   2018
- Designed a health awareness survey and collected 200 responses from the Pilsen community.
- Surveyed data from the City of Chicago, collecting demographic and policy information
- Produced report that cataloged all Pilsen medical providers and their hours of availability.

HONORS & AWARDS
- National Honors Society Member
- National Resource Center James T. Fellowship Awardee
- First-Year Student Leadership Award Recipient
- Franklin N. and Lee L. Corbin Prize Recipient
- Phi Beta Kappa Centennial Prize Recipient

SKILLS
- Writing/Editing
- Photo Editing
- Proficient in Spanish
- Document Design
- Budget Planning
- Project Management

TECHNOLOGY
- Data Collection Software (Microsoft Excel, Google Sheets & Forms)
- SPSS
- Adobe Acrobat
- Social Media Tools (Snapchat, Twitter, Facebook, Instagram)

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.
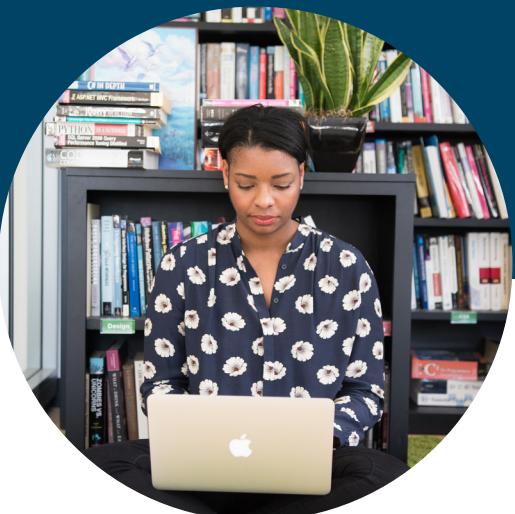
Think Broadly

VOLUNTEER EXPERIENCES

PAST & CURRENT JOBS

CAMPUS INVOLVEMENT

ACADEMIC & RESEARCH PROJECTS

JOB SHADOWS

Focus on Transferable Skills

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

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?

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

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.
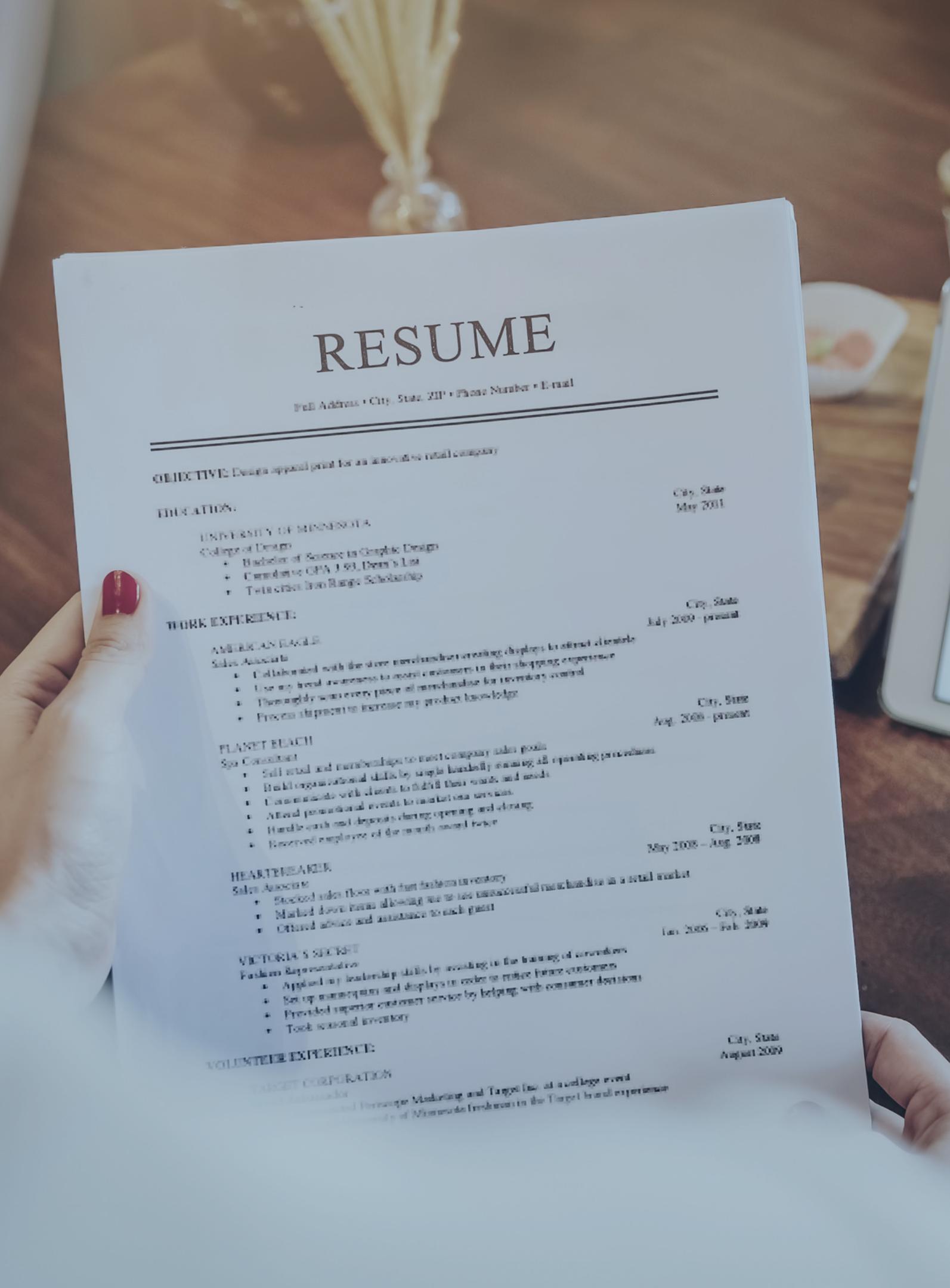
Help is Here!

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.

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

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.

DePaul University Career Center

Campus Locations

SAC 192 & DePaul Center 9500

Phone Number

312-362-8437

Online

careercenter.depaul.edu

depaul.joinhandshake.com