

TIPS FOR YOUR FIRST COLLEGE RESUME

(FOR APPLYING TO YOUR FIRST CAMPUS JOB)

Student employment positions and internships are listed on HireaHawk.com! Along with your application, many offices and departments require that you also submit a resume to apply.

TOP 10 TIPS FOR GETTING YOUR RESUME APPROVED



CREATE YOUR OWN RESUME FORMAT

Resume templates can place your information in an odd format and are difficult to revise so we recommend not using a template to develop your resume. Visit careers.uiowa.edu/resumes to view sample resumes that you can edit to make your own.



KEEP IT TO ONE PAGE IN LENGTH

A 2 - 3 page resume is not needed for the standard college resume. Formatting and spacing can help with this.



INCLUDE YOUR COLLEGE DEGREE

Now that you're a Hawkeye, be sure to include The University of Iowa, your degree, and your anticipated graduation semester/year. Instead of writing "major," write "B.A. English" or "B.S. Biology". If you are an open major, writing "Open Major" will be suitable as you explore. Additionally, you only need to list other institutions if you received a degree (for example, an A.A. degree).



LEAVE OFF HIGH SCHOOL, AT A CERTAIN POINT

You don't need to list your high school diploma, but if you are an incoming student, your high school experiences are relevant. Starting sophomore year though, we recommend that high school activities be replaced by college experiences.



USE BULLET POINTS TO DESCRIBE YOUR EXPERIENCES

Bullet points allow the reader to easily skim your resume for information. Use 2 - 5 bullet points for each experience. Each point should start with an action word/verb written in past tense (i.e. managed). [A formula that may help in writing each bullet is: Skill (verb) + What you did + Results/Purpose (how or why)]. Try to include the who, what, when, where, why and how to write a descriptive bullet point.



INCLUDE DATES AND LOCATIONS FOR ALL YOUR EXPERIENCES

Please list the month/semester and year for dates (for example, June 2015 or Spring 2016). Please list city and state for locations.



BE IN REVERSE CHRONOLOGICAL

Your most recent experiences should be listed first within each section.



DON'T INCLUDE REFERENCES

References, although very important, are actually a separate document and therefore don't need to be included on your resume. Additionally, you do not need to write that your references are available upon request.



BE FREE OF ALL GRAMMAR AND SPELLING ERRORS

Employers expect your resume to reflect strong writing skills and attention to detail.



VISIT CAREERS.UIOWA.EDU/RESUMES*

You'll find more information on developing or revising your resume at our website. Additionally, we offer sample resumes that ***you can edit to make your own.**



If your resume is not approved when uploaded to HireaHawk.com, you will be asked to make the necessary changes and resubmit. Please view the sample resumes on the back of this handout as a guide for getting started.

The Pomerantz Career Center requires all students to first upload a resume to HireaHawk.com to be reviewed and approved before it can be used to apply for positions.

SAMPLES ►

Individuals with disabilities are encouraged to attend all University of Iowa events. If you are a person with a disability and require an accommodation in order to participate in this event, please contact the Pomerantz Career Center, (319)335-1023.



BEGINNING RESUME SAMPLES

Utilizing our resume samples and ensuring that your resume meets our approval guidelines will increase the chances of your resume being approved upon first review. Before you know it, you'll be one step closer to landing that job!

Ginger Snap
100 Mayflower Hall, Room 206, Iowa City, IA 52242
ginger-snap@uiowa.edu; (812) 533-7821

Anticipated May 20XX

EDUCATION
The University of Iowa, Iowa City, IA
B.S., Nursing interest
GPA: 3.0/4.0

COURSE HIGHLIGHTS
General Chemistry I & II
Introduction to Animal Biology
Human Development & Behavior
Mathematics for the Biological Sciences

WORK EXPERIENCE
Front Desk Assistant
Pomerantz Career Center, University of Iowa, Iowa City, IA
August 20XX-Present

- Greeted students, faculty, staff, and employers visiting the Career Center
- Assisted 50+ students weekly with scheduling advising appointments
- Answered phone calls, made copies, and performed data entry as needed

Detasseler
Knights Detasseling, Galena, IL
Summers 20XX-20XX

- Inspected multiple rows of corn to remove pollinating tassels
- Developed teamwork and interpersonal skills by working with a group to ensure smooth operation
- Promoted to Lead Detasseler by achieving high performance and perfect attendance

VOLUNTEER EXPERIENCE
Volunteer, Pediatric Inpatient Unit, University of Iowa Hospitals & Clinics, Iowa City, IA
January 20XX-Present

- Aided Child Life staff in providing activities for 30+ pediatric patients
- Interacted with patients by making crafts, playing games, and reading stories
- Strengthened communication skills by meeting with parents, siblings, and other family members

Volunteer, Special Olympics, Peoria, IL
June 20XX

- Greeted 100+ spectators daily and sold tickets to various events
- Assisted with games by recording scores and presenting awards
- Served lunch to 500+ participants and family members

COLLEGE ACTIVITIES
Member, Theta Pi Sorority
September 20XX-November 20XX
Member, Intramural Sport - Volleyball

HIGH SCHOOL ACTIVITIES
Yearbook Editor, Galena High School, Galena, IL
August 20XX-May 20XX

- Managed team of 20 students in planning, designing, and editing 75-page yearbook
- Tracked school's events calendar to ensure all activities were photographed
- Raised \$600 in advertisement sales from local businesses

Member, Speech & Debate Team, Galena High School, Galena, IL
August 20XX-May 20XX
Member, Show Choir, Galena High School, Galena, IL
August 20XX-May 20XX

Alex Jordan
School Address: 100 Burge Hall, Room 201, Iowa City, IA 52242
Home Address: 515 16th St., Waterloo, IA 50701
alex-jordan@uiowa.edu
319-333-3333

Anticipated May 20XX

EDUCATION
The University of Iowa, Iowa City, IA
Open Major

WORK EXPERIENCE
Box Office Cashier
Crossroads Movie Theater, Waterloo, IA
May 20XX – August 20XX

- Worked in box office, concessions, and usher roles
- Dealt with customer complaints and problems in a courteous manner
- Developed interpersonal skills during interactions with customers and coworkers

Babysitter
Private Residence, Waterloo, IA
June 20XX – December 20XX

- Cared for three children ages 2, 5, and 7
- Organized age-appropriate activities and ensured children's safety
- Earned American Red Cross babysitter certification and CPR/AED certification

HIGH SCHOOL ACTIVITIES
Wooden Horse Literary Magazine, East High School, Waterloo, IA
January 20XX-May 20XX

- Reviewed submissions of poems, essays, short stories, and art
- Edited and arranged content for publication

Bowling Team, East High School, Waterloo, IA
August 20XX-May 20XX

- Team captain for one year, varsity letter winner for three years
- Led team to state championship title in 20XX

Student Senate, East High School, Waterloo, IA
September 20XX-May 20XX

- Helped plan social and volunteer events, including Prom and Senior Service Day
- Provided a student perspective and input on policy decisions

VOLUNTEER EXPERIENCE
Grout Museum of History and Science, Waterloo, IA
Summers 20XX-20XX

- Helped kids complete crafts and activities during special events
- Kept activity stations organized and stocked with supplies
- Assisted in planning activities for future events

HONORS & AWARDS

- National Honor Society
April 20XX-May 20XX
- Waterloo East High Honor Roll
August 20XX-December 20XX