

**Career Infusion Activities**

**Creating a Professional Resume**

**Assignment Description:**

Using the provided resources for guidance, students will prepare an effective, professional resume (as differentiated from a college application resume).

**NACE (National Association of Colleges and Employers) Competencies Applied:**

* Critical Thinking/Problem Solving
* Oral/Written Communications
* Digital Technology
* Career Management

**Assignment Takeaways:**

1. Students will produce a professional resume suitable for use in pursuing internships, co-ops, and/or other

experiential education opportunities.

2. Students will understand how to use various resources to build and update their professional resume.

**Resources for Student Use:**

* Career Correspondence: Resumes Page on the Career Center Website
  + <https://career.olemiss.edu/resumes/>
* The Career Center's Power Verbs for Your Resume
  + <https://career.olemiss.edu/wp-content/uploads/sites/19/2020/09/Power-Verbs-A.pdf>
* Resume Building Resources from Candid Career
  + <https://www.candidcareer.com/alumnet/gethired_detail.php?chid=48&p=career&shared=OleMiss&UID=479>

**Additional Career Center Resources for Faculty and/or Student Use:**

* Resume Critique Checklist
  + See below
* Virtual Drop-in Hours
  + <https://zoom.us/j/2820473903?pwd=V0g1bkhscTVBdGZsbmI4NVVuNXg1Zz09>
  + Password: WtD85c
  + Telephone Password: 579821
* Resume Critiquing Service
  + E-mail your resume to [office@career.olemiss.edu](mailto:office@career.olemiss.edu)

RESUME CHECKLIST

**FORMAT:**

Content is tight, lean, and clean, appealing to the way the resume is read

Content fits to one page by utilizing margins, creating columns, and making font size as small as 10 - 12pt

Headings are logically laid out and format is consistent

Design is clean and conservative

**HEADING:**

Includes Name, City/State, Phone, Email

Eye-catching heading with professional font choice, larger name. Does not include a picture.

**PROFILE/ PROFESSIONAL SUMMARY:**

Must be written in third person (without personal pronouns)

Includes information that highlights relevant skills and experience

**EDUCATION:**

Degree is spelled out, major is included. Ex. “Bachelor of Arts in Education”

GPA is included and is a 3.0 or higher

Excludes high school information after first semester in college

Includes a “Relevant Coursework” section (optional: consider adding to show upper-level coursework skill)

**EXPERIENCE:**

Experience is separated by headings. Ex. “Relevant Experience” which includes practicums, student teacher experience, internships, volunteer experience, jobs, and even unpaid positions. Attention is drawn to the “Relevant Experience” section. “Other Experience” or “Employment” includes non-industry experiences such as restaurants and retail

Includes organization, student’s title, dates, and location of each experience

Job descriptions are listed using bullet points, not paragraphs

Each position contains 3-5 bullets detailing relevant and transferrable experience

Each bullet point under experiences begins with an action verb. Current position: action verb = present tense; past position: action verb = past tense. Accomplishments are showcased and results are quantified if possible

Experience is listed in reverse chronological order (most recent/current experience first within each heading)

Does not include high school experience unless it directly relates to the position in which the student is applying

**ADDITIONAL HEADINGS:**

Certifications & Endorsements

Honors & Awards – excludes any high school information

Skills – skills are listed, not lengthy sentences; includes relevant technical skills

Volunteer Experience

References – Not included on first page. Should be separate document with same heading as resume Includes reference’s name, company, title, city/state, phone, email, and relationship

Socials – Included only if using professionally. (LinkedIn, examples of social media management, links to professional portfolios)

This checklist is designed to assist in writing your resume. It reflects the expertise of our staff and should be used as guidance for updating your document. Next Steps – schedule an appointment with a career advisor, contact office@career.olemiss.edu or (662) 915-7174