

Your Resume

The ticket to your exciting career.

As a recent graduate you are a junior-level candidate for jobs. Since you do not yet have much experience, keep your resume to one page.

Prospective employers will be looking at your education, internships (if applicable), experience and interests. You should:

- Place your education at the top of your resume. Include any degrees you have obtained as well as any academic honors.
- List your internships, but don't go into much detail. You will want to list only tasks that may be important in your field.
- Include your extracurricular activities, the things that tell the story of who you are, your interests and accomplishments.

Be sure that your resume is easy to read and contains lots of white space. You don't need many details, but you do need to use bullet points and action verbs to make it stand out. If you have references, just say, "References available on request."

For more information about resumes, also see Chapter 3.

YES! YOU CAN DO IT!

Sample Resume

Issa James

1097 Webster Circle
Milwaukee, WI 53211
Cell: (414) 782-9334
issajoyjames@gmail.com
www.issajoyjames.com

EDUCATION

University of Wisconsin—Madison

B.A. in Political Science, minor in Family Studies (GPA 3.8), 2019

Academic Honors

Dean's List

WORK AND INTERNSHIP EXPERIENCE

WSMW 91.9 FM (Madison, WI)

June 2019–present

Local student-run radio station

Community Outreach Intern

- Worked with Community Outreach Director on free family concerts and art events designed to build family participation and involvement; reached 9,500 persons.
- Served as staff team member on WSMW Turkey Trot; reached 2,500 running enthusiasts with a race, health fair and concert.

Oaks Country Club (Milwaukee)

Summers 2017, 2018

Private tennis and swim club with 500 family memberships

Waitress and Banquet Team Member

- Coordinated banquet, wedding and special event teams working with the Special Events Manager
- Worked with World Tennis Association team on the Northwestern Digits Clay Courts Tournament awards banquet and TV broadcast set-up

EXTRACURRICULAR ACTIVITIES AND INTERESTS

- President of the University American Sign Language Club
- Member, Habitat for Humanity, Campus Chapter, affordable housing team
- Volunteer Server, Madison Community Food Bank, Sunday suppers
- Interest: swimming, reading, film festivals, live music, chess