

Create Your Resume

You will need to submit a resume for all internships and jobs that you apply for, and it is always best to have a general resume prepared in advance of applying for those opportunities. Monster.com offers a helpful article for how to get started writing your first draft (bit.ly/2CdQNgY). Below are some additional ideas to consider as you create your resume.

- Search online for **examples of resumes** for college students to get ideas, but **avoid using a template**, which can become challenging to format. There is no one way to structure a resume, but you do want your first resume to be no more than one page in length. Choose a style that is simple, clear, and best exemplifies use of the entire page. Easy-to-read examples can be found on the CECE website (bit.ly/2Q3FJcp), and the sample Accounting resume is especially good!
- Follow some **standard practices**: 1) use appropriate action verbs to describe your experiences (e.g. assisted, organized, calculated, planned, provided), 2) avoid using pronouns like “I” or “they,” 3) do not include exaggerations or lies, 4) do not include an “Objective” section until you have enough experience that you need help focusing those experiences for a particular job search, and 5) consider including a “Summary of Qualifications” section that highlights the skills and experiences you have that match what is requested in the ad for each internship or job you pursue.
- Don’t worry if it seems you do not have many work experiences at this point! You will have plenty of opportunities to create those for yourself, including through on- and off-campus volunteerism, that will allow you to gain experience and develop important skills.
- Ask at least two people to **review your resume** and give you feedback for revisions. We all overlook our own errors and having additional reviewers will help you feel confident that you are submitting a strong resume with your applications.
- **Update and modify your resume** as necessary. As you start applying for internships and jobs, consider how you might revise your draft so that it more closely corresponds with particular skills or experiences a company or an organization is seeking in a new employee.
- Schedule an appointment with the BPA Internship and Career Development Coordinator to review your resume draft and to get some feedback for revisions.
- Read the **Resume Development Guide** available on the CECE website to review the resume examples offered there, and schedule an appointment with a career advisor in Handshake (bit.ly/2shE6wY).
- Once your resume has been reviewed and you have made suggested revisions, remember to upload it to your **Handshake account**.