



Resume Worksheet

Name (Use a larger size font for your name)

Contact Information: School Address (Street, City, State, Zip) **Phone and UIS E-mail**

OBJECTIVE (Optional, short and concise; **do not use I or my**) **Example: Obtain a UIS Student Worker Position**

PROFILE OR SUMMARY (Summarizes the most important skills, qualifications, accomplishments, and years of experience and personality traits you have to offer the prospective employer; use bullet format) **Example:**

- Graduate student with 1 year of database experience
- Add significant honors and awards
- Relevant Certificates with year received

EDUCATION (Start with UIS then Undergraduate Degree) **Example**

University of Illinois Springfield, IL
Master of Science in Computer Science

Beginning Fall 202?
GPA: (List if above 3.0)

Name of University, City/State
Degree Received

Month/Year Graduated
GPA: (List if above 3.0)

Databases: Microsoft SQL Server 2012, Oracle 11g, SQL SAP R2, Microsoft Access, Adobe FileMaker
Software/ERP: PeopleSoft Campus Solutions, Microsoft SharePoint 2010
Data Mining: WEKA and RapidMiner Machine Learning Software
Programming: T-SQL, SQR, Java, C, C++, Scheme, JavaScript, Excel VBA, and HTML

WORK & INTERNSHIP EXPERIENCE (Highlight skills used, abilities, and competencies rather than duties)

| | | |
|------------------|-------------------------------|---------------------------------------|
| Job Title | Company Name, Location | Month/Year Begin and End Dates |
|------------------|-------------------------------|---------------------------------------|

- Use bullet not sentence format and start with relevant action words
- Describe the skills used and accomplishments
- **Do not use Proper Pronouns** (I, me, my, they, their, or our) when describing your competencies/skills

ACADEMIC PROJECTS (Use only if you have no relevant internship or work experiences)

Database Project (type of project, do not use the name of the project)

- Have 3-4 bullets describing skills, tools and environment used to complete
- Role on team and number of members
- **Example:** Created tables and queries using MySQL (Details of what you actually did)

SCHOOL INVOLVEMENT (I nclude student organizations and sports. Indicate **roles or positions of responsibility**)

- Not a Required Section. Use this section to show employer your transferable and relevant skills.
- Elected President of Student Government during academic year 202 ? .

VOLUNTEER ACTIVITIES (B egin with most recent experience)

| | | |
|-------------|--|--------------|
| Role | Name of Organization/City/State | Dates |
|-------------|--|--------------|

- Not a required section. Use this section to show employers your transferable and relevant skills.
- Use bullet not sentence format and start with relevant action words.
- Describe the skills used and accomplishments.

UIS Career Development Center
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