

RESUME TIPS FOR STUDENTS WITH LIMITED EXPERIENCE

A dilemma many college students and new graduate encounter when writing resumes is that they have little or no relevant work experience. First, if you can, get some experience. Internships, community service, volunteer work or taking on a special project for an organization are great ways to get that experience. Secondly, highlight your general qualifications as well as specific skills such as course work. **List your education before work history.** It may be your strongest feature at this time. Document your ability to and give examples of how you:

- learn quickly
- adapt to new environments
- research, analyze and solve problems
- initiate and develop new programs
- work in a team situation
- lead a team
- follow instructions
- deal with ambiguity
- make a decision
- communicate effectively
- self managed
- are resourceful
- are reliability
- follow through on projects

****** List courses, seminars, workshops and training programs you have taken that are relevant to the position. Educate the employer on what skills you have acquired during these experiences. List your education first.

Focus should be on highlighting the skills and attributes that are relevant to the position you are seeking. Don't make it a job obituary, but highlight your uniqueness and your marketable skills.