

INVOLVEMENT TO YOUR RESUME

How Can I Do This?

Co-curricular experience is important throughout your college experience because it makes you a well-rounded student. However, your experiences can also give you skills and attributes that can be transferrable to a future career! You just have to know how to market yourself and your skills so that you can be a top candidate.

Sell Yourself by the Resume

Your resume has one specific purpose, and that is to win you an interview. You want to highlight your best experiences and skills because on average, recruiters spend no more than 30 seconds on a resume. There are usually hundreds of applicants for jobs, so you want to stand out among your competition.

Resume Tips

- Avoid spelling/grammar mistakes
 - Have **at least** two other people proofread your resume
- Organize your resume
- Avoid using “passive” words as opposed to “active” words
- Leave your references off (but do have them ready if requested)
- Remove high school accomplishments

What to Include

In your roles, list your responsibilities. Include what skills you used to satisfy these responsibilities such as communication, flexibility, creativity, etc. Think about the transferrable skills that would be applicable to the job that you are seeking, and showcase it within your resume.

Creating Bullet Points

- State **WHAT** you did in that position
- Include **HOW** you did your job/position (teamwork, leading a committee, working with alumni, etc.)
- Include **SKILLS** you used (Utilized communication, team work and organizational skills)
- **QUANTIFY** your experience (How much money was raised?)

Example:

Poor Wording: “Helped sorority raise funds for cancer research.”

Effective Wording: “Played key role in establishing innovative fundraising events, resulting in consistently exceeding philanthropy goals.”

Cover Letters

Your cover letter is sent with your resume when you apply for jobs, and similar to your resume, the letter is also used to help you land interviews. Cover letters allow applicants to tell the recruiter why they would be a great fit for the organization, and it also allows you to talk about some of your past experiences, skills, interests, and education.

Your cover letter should...

- Be addressed to a specific individual
- Grab the reader’s attention in the first paragraph
- Use first person (I, me) sparingly
- Sound confident, not arrogant
- Be action-oriented
- Be no longer than ONE page
- Most importantly, answer the question: “Why should we hire you?”

Additional Resources

- 1) University Career Services
106 Student Service Center 1
Houston, Texas 77204-3040
713-743-5100
ucs@uh.edu
- 2) Hilton College Career Development & Placement
Colleen Gleeson
Rm. S108
ccgleeson@uh.edu
713-743-2483
- 3) Bauer College of Business- Rockwell Career Center
2nd Floor Cemo Hall
4746 Calhoun Road
Houston, Texas 77204
hirebauer@uh.edu
careercenter.bauer.uh.edu
832.842.6120