

UNIVERSITY OF CENTRAL ARKANSAS



Career Services ~ **Preparing YOU for YOUR career!**

Main Desk: Bernard Hall, 311
(501) 450-3134 (JOBS)

Cooperative Education Program
Bernard Hall, 318
(501) 450-3250 (INTERNSHIPS)

<http://www.uca.edu/career>



Our bright ideas for YOU include:

- 💡 **Four-Year-Plan**
- 💡 **Career Exploration**
- 💡 **Resume Assistance**
- 💡 **Mock Interviews**
- 💡 **Internships**
- 💡 **Career Fairs**
- 💡 **Job Listings**
- 💡 **On-Campus Interviews**
- 💡 **Group & Classroom Workshops**

What is a Resume?

A resume is a summary of your education, skills, experiences and accomplishments designed to capture the interest of a prospective employer. The purpose of the resume is to generate an interview. Building a successful resume requires you to prepare by identifying your personal qualities, skills, and abilities. Start by preparing a list. Your resume is a primary tool in the job search and takes several drafts to prepare effectively.

RESUME WRITING TIPS

The following is a list of tips to assist you with this process . . .

- Pay careful attention to spelling, punctuation, grammar, and style.
- Proofread your resume carefully and have several other people proofread it as well.
- Keep descriptions clear and to the point.
- If possible, confine your information to one page.
- Use a simple, easy-to-read font.
- Use good-quality white or off-white paper.
- Tailor your information to the job you're seeking.

OBJECTIVE

The objective statement should give the prospective employer a clear idea of the type of position for which you are applying.

EDUCATION

This section describes your academic preparation. List your highest or most recent degree first and include:

- Your degree and major (minor is optional)
- Name and location of your college
- Date of graduation or anticipated month and year of graduation
- GPA (if it is 3.0 or higher)

SKILLS

This section is optional and should be used only to include especially relevant skills such as foreign languages and computer systems and programs.

EXPERIENCE

In this section, summarize your work experience. Employers want to see your work experience even in unrelated jobs. Highlight your most recent and relevant experience first. Internships, student teaching, summer employment, and volunteer work can all be included. Describe the level of responsibility and accomplishments achieved.

REFERENCES

References are individuals who can provide positive information about your work experiences and skills. They may be present or former employers, internship supervisors, faculty members, coworkers, or other members of student organizations or volunteer activities. In most cases, references are listed on a separate sheet of paper, not on the resume itself. Keep the following guidelines in mind:

AVOID

- High school information
- Salary requirements
- Reason for leaving previous positions
- Geographical preferences
- Photographs, charts and graphs, clip art, borders, colored text
- Health/physical description
- Age, race, religion, sex, national origin
- Below 3.0 GPA

Please use the following resumes as examples only. Look at all the resumes before you begin to create your own. Your resume will serve you best if it is unique and highlights your personal qualifications. Choosing a format that you like and using bits and pieces of a variety of examples will make your resume appear original.

HELPFUL WORDS . . .

Analyzed	Earned	Ingenuity	Placed
Appreciate	Economy	Initiated	Planned
Arranged	Educated	Inspired	Pleased
Ability	Effective	Installed	Practical
Accelerated	Efficient	Instructed	Produced
Achieved	Eliminated	Insured	Proficient
Acquired	Encouraged	Integrated	Progress
Active	Engineered	Interpreted	Promoted
Administered	Enhanced	Invented	Prompted
Advised	Established	Judgment	Proposed
Ambition	Evaluated	Justified	Proved
Assembled	Exceeded	Licensed	Provided
Assisted	Excellence	Located	Punctual
Budgeted	Exceptional	Loyal	Reasonable
Capable	Facilitated	Maintained	Recognition
Clarified	Finalized	Managed	Related
Commanded	Financed	Manufactured	Reliable
Completed	Formalized	Marketed	Reorganized
Comprehensive	Formed	Mastered	Reported
Conceived	Formulated	Merit	Researched
Conscientious	Founded	Monitored	Responsible
Constructed	Generated	Mutual	Revamped
Controlled	Governed	Negotiated	Reviewed
Converted	Graduated	Nominated	Revised
Cooperated	Handled	Notable	Satisfied
Correlated	Harmony	Obtained	Scheduled
Created	Headed	Officiated	Secured
Decided	Helpful	Operated	Serviced
Delegated	Hired	Ordered	Simplified
Demonstrated	Honest	Organized	Solved
Designed	Honor	Oriented	Stability
Detailed	Identified	Participated	Stimulated
Determined	Imagination	Perceived	Streamlined
Developed	Implemented	Perfected	Structured
Devised	Improved	Performed	Substantial
Discovered	Improvised	Permanent	Trained
Distinctive	Increased	Piloted	Transferred
Diversity	Induced	Pinpointed	Utilized
Doubled	Influenced	Pioneered	Wrote

John Adams

8 Carmel Drive
Little Rock, AR 72212
(501) 658-3929 or (501) 219-9665
E-mail: adams15@yahoo.com

OBJECTIVE

To obtain an internship

EDUCATION

University of Central Arkansas, Conway, AR
Bachelor of Business Administration
Major: Finance – Junior - GPA: 3.46

Anticipated Graduation: May 2017

SKILLS

- Fluent in Spanish
- Proficient in Excel
- Well-versed in social media

WORK EXPERIENCE

University of Central Arkansas, Conway, AR **Point Guard, Men's Basketball Team** May 2013 to present

- Serves as the Coach on the floor and motivates players
- Runs the team's offense by controlling the ball and making sure that it gets to the right player at the right time
- Acts as Vocal Floor Leader and discusses rule interpretations with officials
- Displays leadership skills, calls plays, and directs players to proper locations for each play called
- Leads line drills and sets pace for workouts
- Promotes winning as a role model for players
- Works basketball camps upon demand

University of Central Arkansas, Conway, AR **Student Worker, Diversity & Community** Summers 2014 & 2015

- Communicated effectively with students on the telephone and in person
- Solicited, encouraged, and secured support from students and staff for various programs
- Listened to students problems and answered their questions
- Performed clerical duties as assigned, scheduled appointments, gave information to callers, and organized files
- Handled multiple tasks simultaneously

Rice and Associates, Little Rock, AR **Clerk** Summer 2014

- Performed a variety of administrative and clerical duties
- Monitored office supplies
- Assisted with preparing legal documents
- Generated correspondence (such as summonses, complaints, motions, and subpoenas) under the supervision of Attorney Rice
- Answered phones, greeted clients, scheduled appointments, and filed items
- Completed forms and operated machines

Footlocker, Little Rock, AR **Stocker** Summer 2013

- Received, unpacked, checked, and kept track of merchandise
- Sorted, organized, and, when necessary, marked items with identifying codes such as prices or stock inventory control codes so inventories could be located quickly and easily
- Used hand-held scanners connected to computers to keep inventories updated
- Handled exchanges and returns of merchandise and kept work area neat

EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS

- Student Support Staff (2014 to Present)
- Volunteer for Minority Mentorship Programs (2015 to Present)
- Dean's List (Spring and Fall 2015)
- UCA Scholarship Player, Athlete Scholar Recognition (2014 to 2015)

John Adams

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Little Rock, AR 72212
(501) 658-3929 or (501) 219-9665
adams15@yahoo.com

- Objective:** To obtain an internship
- Education:** University of Central Arkansas Conway, Arkansas 2013 - Present
Bachelor of Business Administration, Anticipated May 2017
Major: Finance - Junior - GPA: 3.46
- Skills:** Fluent in Spanish; Proficient in Excel; Well-versed in social media
- Experience:** University of Central Arkansas Conway, Arkansas 2013 - Present
Point Guard - Men's Basketball Team, Scholarship Player
- Serves as the Coach on the floor
 - Motivates players
 - Runs the team's offense by controlling the ball and making sure the ball gets to the right player at the right time
 - Discusses rule interpretations with officials as Vocal Floor Leader
 - Displays leadership skills
 - Calls plays and directs players to proper locations for each play called
 - Leads line drills and sets pace for workouts
 - Promotes winning as a role model for players
 - Works basketball camps upon demand
- University of Central Arkansas Conway, Arkansas Summers 2014 & 2015
Student Worker for Diversity and Community
- Communicated effectively with students on the telephone and in person
 - Solicited, encouraged and secured support from students and staff for various programs
 - Listened to students problems and answered their questions
 - Performed clerical duties as assigned
 - Scheduled appointments, gave information to callers, and organized files
 - Handled multiple tasks
- Rice and Associates Little Rock, Arkansas Summer 2014
Clerk
- Performed a variety of administrative and clerical duties
 - Monitored office supplies
 - Assisted with preparation of legal documents and correspondence (such as summonses, complaints, motions, and subpoenas) under the supervision of Attorney Rice
 - Answered phones, greeted clients, scheduled appointments, and filed items
 - Completed forms and operated machines
- Footlocker Little Rock, Arkansas Summer 2013
Stocker
- Received, unpacked, checked, and kept track of merchandise
 - Sorted, organized and, when necessary, marked items with identifying codes such as price or stock inventory control codes so inventories could be located quickly and easily
 - Used hand-held scanners connected to computers to keep inventories updated
 - Handled exchanges and returns of merchandise and kept work area neat
- Activities & Honors:** Student Support Staff (2013 to present); Volunteer for Minority Mentorship Program (2014- present); Dean's List (Spring and Fall 2015); and UCA Scholarship Player; Athlete Scholar Recognition (2013 - 2015)

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OBJECTIVE

To obtain an internship

EDUCATION

University of Central Arkansas, Conway, AR 2013 - Present
Bachelor of Business Administration Anticipated Graduation: May 2017
Major: Finance - Junior GPA: 3.46

SKILLS

Fluent in Spanish; Proficient in Excel; Well-versed in social media

EXPERIENCE

- | | | |
|---|--|---------------------|
| Point Guard -
Men's Basketball Team
Scholarship Player | University of Central Arkansas
Conway, Arkansas | 2013 - Present |
| | <ul style="list-style-type: none">• Serves as the Coach on the floor• Motivates players• Runs the team's offense by controlling the ball and making sure the ball gets to the right player at the right time• Discusses rule interpretations with officials as Vocal Floor Leader• Displays leadership skills• Calls plays and directs players when needed to proper locations for each play called• Leads line drills and sets pace for workouts• Promotes winning as a role model for players• Works basketball camps upon demand• Leads line drills and sets pace for workout• Promotes winning as a role model for players | |
| Student Worker -
Minority Student
Services | University of Central Arkansas
Conway, Arkansas | Summers 2014 & 2015 |
| | <ul style="list-style-type: none">• Communicated effectively with students on the telephone and in person• Solicited, encouraged and secured support from students and staff for various programs• Listened to students problems and answered their questions• Performed clerical duties as assigned• Scheduled appointments, gave information to callers, and organized files• Handled multiple tasks | |
| Clerk | Rice and Associates
Little Rock, Arkansas | Summer 2014 |
| | <ul style="list-style-type: none">• Performed a variety of administrative and clerical duties• Monitored office supplies• Assisted with preparation of legal documents and correspondence, (such as summonses, complaints, motions, and subpoenas) under the supervision of Attorney Rice• Answered phones, greeted clients, scheduled appointments, and filed items• Completed forms and operated machines | |
| Stocker | Foot locker
Little Rock, Arkansas | Summer 2013 |
| | <ul style="list-style-type: none">• Received, unpacked, checked, and kept track of merchandise• Sorted, organized and, when necessary, marked items with identifying codes such as price or stock inventory control codes so inventories could be located quickly and easily• Used hand-held scanners connected to computers to keep inventories updated• Handled exchanges and returns of merchandise and kept work area neat | |

ACTIVITIES & HONORS

Student Support Staff (2013 to present)
Volunteer, Minority Mentorship Program (2014 to present)
Dean's List (Spring and Fall 2015)
UCA Scholarship Player, Athlete Scholar Recognition (2013 - 2015)

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OBJECTIVE: To obtain an internship

SKILLS

Fluent in Spanish; Proficient in Excel; Well-versed in social media

EDUCATION

University of Central Arkansas, Conway, AR 2013 - present
Bachelor of Business Administration, anticipated graduation - May 2017
Major: Finance - Junior - GPA: 3.46

WORK EXPERIENCE

University of Central Arkansas, Men's Basketball Team, Conway, AR Scholarship Player (2013 - present)
Point Guard - Serves as the Coach on the floor. Motivates players. Runs the team's offense by controlling the ball and making sure that it gets to the right player at the right time. Acts as Vocal Floor Leader and discusses rule interpretations with officials. Displays leadership skills. Calls plays and directs players to proper locations for each play called. Leads line drills and sets pace for workouts. Promotes winning as a role model for players. Works basketball camps upon demand.

University of Central Arkansas, Diversity & Community, Conway, AR (Summers 2014 & 2015)
Student Worker - Communicated effectively with students on the telephone and in person. Solicited, encouraged and secured support from students and staff for various programs. Listened to students problems and answered their questions. Performed clerical duties as assigned. Scheduled appointments, gave information to callers, and organized files. Handled multiple tasks simultaneously.

Rice and Associates, Little Rock, AR (Summer 2014)
Clerk - Performed a variety of administrative and clerical duties. Monitored office supplies. Assisted with preparing legal papers and correspondence (such as summonses, complaints, motions, and subpoenas) under the supervision of Attorney Rice. Answered phones. Greeted clients. Scheduled appointments. Filed items. Completed forms. Operated machines.

Footlocker, Little Rock, AR (Summer 2013)
Stocker - Received, unpacked, checked, and kept track of merchandise. Sorted, organized and, when necessary, marked items with identifying codes such as prices or stock inventory control codes so inventories could be located quickly and easily. Used hand-held scanners connected to computers to keep inventories updated. Handled exchanges and returns of merchandise and kept work area neat.

ACTIVITIES and HONORS

Student Support Staff (2013 to present); Dean's List (Spring and Fall 2015); UCA Scholarship Player; Athlete Scholar Recognition (2014 - 2015); and Volunteer for Minority Mentorship Program (2014 - 2015).

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PROFESSIONAL REFERENCES

Dr. Tammy Rogers, Chair
Department of EFIRM
University of Central Arkansas
201 Donaghey Avenue
Conway, AR 72035
(501) 852-7467

Mrs. Alice Burns
Manager
Rice & Associates
#3 Capitol Mall
Little Rock, AR 72201
(501) 683-4434

Mrs. Angela Jackson
Associate Dean/Director
University of Central Arkansas
Diversity & Community
201 Donaghey Avenue
Conway, AR 72035
(501) 450-3135

John Adams

2 Carmel Drive
Little Rock, AR 72212
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adams15@yahoo.com

January 1, 2016

Mr. Bob Seibert
Manager
Dillard's Department Store
2033 South University
Little Rock, AR 72214

Dear Mr. Seibert:

Enclosed is a copy of my resume in application for an internship. I have worked in customer service for three years. My work experience and education meet the qualifications desired for this position.

Through various opportunities at the University of Central Arkansas and in the corporate workplace, I have obtained many skills that are applicable to your position. Currently, I am a sophomore majoring in Finance. I have worked with a diverse group of people in team building to achieve winning results through a team approach, conflict management, and the areas of customer service, programming, and marketing. Below is a brief summary of my work history:

May 2013 to present	University of Central Arkansas, Point Guard, Men's Basketball Team
Summers 2014 & 2015	University of Central Arkansas, Student Worker, Diversity & Community
Summer 2014	Rice and Associates, Clerk
Summer 2013	Footlocker, Stocker

I welcome the opportunity to speak with you further concerning my candidacy. If additional information is needed, please feel free to contact me at (501) 658-3929. I look forward to hearing from you.

Sincerely,

John Adams

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Little Rock, AR 72212
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January 1, 2016

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Dear Mr. Seibert:

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Through various opportunities at the University of Central Arkansas and in the corporate workplace, I have obtained many skills that are applicable to your position. Currently, I am a junior majoring in Finance. I have worked with a diverse group of people in team building to achieve winning results through a team approach, conflict management, and the areas of customer service, programming, and marketing. I am a member of the University basketball team. I play the Point Guard position. In this role, I motivate players, serve as the coach on the floor, call plays and direct players to proper locations for each play, as well as discuss rule interpretations with officials. During the summers of 2014 and 2015, I worked in Diversity & Community as a Student Worker. In this position, I solicited, encouraged, and secured support from students, faculty, and staff for various programs and handled multiple tasks simultaneously as needed. Summer 2013, I worked at Footlocker as a stocker. My primary responsibilities were to sort, organize, and, when needed, mark items with identifying codes to locate merchandise quickly and easily.

Thank you for taking the time to review my resume for your current opening. I welcome the opportunity to speak with you further concerning my candidacy. If additional information is needed, please contact me at (501) 658-3929. I look forward to hearing from you.

Sincerely,

John Adams

MYINTERFASE STUDENT GUIDE FOR CAMPUS INTERVIEW SIGN-UPS

Access www.myinterfase.com/uca/student



New Users:

- Click on “Click here to Register”.
- Complete all sections; Click on “Register” button.
- Click on “Submit Profile” button.

Existing Users:

- Update your profile.
- Put cursor over “My Account” and select “My Profile”.
- You will see fields containing Personal Information; Demographic Information; Skills; and Additional Information.
- Each section will have an “Edit” link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the “Save” button. Required fields are marked with an asterisk (*).

Upload your Documents:

- Put your cursor over “My Account” and select “My Documents.”
- Click on the “Upload File” link.
- Click the “Browse” button to find your document.
- Select the correct document and name it.
- Click the “Upload” button.

After you have uploaded your resume, you can search and sign up for interviews with employers.

To do so, you must follow these steps:

- Put your cursor over “Interview Schedules”.
- Click on “Interviews I Qualify For”.
- Click on “Apply Now”.

If you have any questions regarding this process, please call Career Services: 501/450-3134 (Main Desk) or 501/450-3250 (Cooperative Education Office).

You may also visit Career Services, (third floor, Bernard Hall) to create your “MyInterfase” Account. We will be happy to assist you.