

UNIVERSITY OF CENTRAL ARKANSAS



**CAREER  
SERVICES**

# Resume Packet



Discovering Choices.  
Providing Opportunities.  
Creating Professionals.

**Bernard Hall Third Floor | 501.450.3250 | [uca.edu/career](http://uca.edu/career)**

Updated: July 2023

## 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

- 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-max of two (exceptions apply)
- Tailor your information to the job you're seeking.
- Use a simple, easy-to-read font- (10-12 font size is best)
- Use good-quality white or off-white paper.

### CONTACT INFORMATION

First and last name, address- just city and state, working phone number with professional voicemail and email address

### PROFESSIONAL SUMMARY

3-5 lines that explains why you're a good fit for the position you're applying for and summarizes your relevant qualifications and career achievements- also, a great opportunity to incorporate your soft skills.

### EDUCATION

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

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

### SKILLS

List hard skills- skills that can be demonstrated and measured (ex. second language, computer and programming skills)

### EXPERIENCE

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. 3-6 bullets are sufficient. Start with strong action verbs and make sure the verb tense matches.

### EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS/AWARDS

List activities and organizations you are involved in, as well as any awards or honors you have received, most recent first and then in descending order.

### 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
- Paragraphs

Use the following resumes as examples only. Your resume will serve you best if it is unique and highlights your personal qualifications. Choose a format that you like. You can combine formats to make your resume appear original but be consistent.

## Action Verbs to Implement in Job Descriptions

<b>Leading &amp; Managing</b>	<b>Creative Skills</b>	<b>Financial/Analytical</b>	<b>Organizing</b>
Administer	Act	Adjust	Allocate
Appoint	Compose	Allocate	Appoint
Approve	Conceptualize	Analyze	Arrange
Assign	Conduct	Appraise	Assemble
Assist	Create	Assess	Balance
Attain	Customize	Balance	Catalog
Authorize	Decorate	Budget	Categorize
Collaborate	Design	Calculate	Chart
Cooperate	Develop	Compare	Classify
Coordinate	Direct	Compute	Collect
Contract	Display	Conserve	Combine
Control	Dramatize	Construct	Compile
Decide	Draw	Consult	Condense
Delegate	Edit	Convert	Coordinate
Develop	Engage	Estimate	Correct
Direct	Entertain	Evaluate	Designate
Eliminate	Envision	Examine	Distribute
Emphasize	Establish	Forecast	Execute
Enforce	Fashion	Inspect	File
Enhance	Formulate	Interpret	Follow-Through
Establish	Found	Inventory	Form
Evaluate	Generate	Invest	Group
Execute	Illustrate	Investigate	Inspect
Facilitate	Imagine	Manage	Log
Handle	Improvise	Measure	Maintain
Hire	Initiate	Net	Map out
Improve	Innovate	Plan	Monitor
Incorporate	Institute	Predict	Obtain
Increase	Integrate	Prepare	Operate
Initiate	Introduce	Program	Order
Lead	Invent	Project	Organize
Manage	Modify	Quantify	Plan
Motivate	Orchestrate	Reconcile	Prepare
Multi-Task	Originate	Record	Prioritize
Navigate	Paint	Reduce	Process
Organize	Perform	Research	Provide
Prioritize	Plan	Retrieve	Purchase
Produce	Revise	Review	Record
Recommend	Review	Screen	Schedule
Recruit	Revitalize	Select	Set goals
Reorganize	Shape	Survey	Set up
Restore	Select	Update	Submit
Review	Transform	Validate	Supply
Schedule	Visualize	Verify	Systemize

# BRUCE D. BEAR

Conway, AR  
479.968.0278, bbear1@email.com

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## SUMMARY

Driven freshman college student with experience in customer service and social media. Can work well individually or in a group setting. Proficient in Microsoft programs. Demonstrated aptitude to learn quickly on the job.

## EDUCATION

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

Anticipated Graduation: *May 2024*

## 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 2020 to present*

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

*University of Central Arkansas, Conway, AR*                      **Student Worker, Diversity & Community**                      *Summer 2023*

- 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 2022*

- 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 2021*

- 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)

# BRUCE D. BEAR

Conway, AR  
479.968.0278, bbear1@email.com

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- Summary:** Motivated college student experienced in serving others. Has proven customer service, organization, and communication skills. Familiar with best practices for serving and willing to learn.
- Education:** University of Central Arkansas Conway, Arkansas Anticipated Graduation: *May 2024*  
Bachelor of Business Administration  
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 *May 2020 to present*  
*Point Guard - Men's Basketball Team, Scholarship Player*
- Serve as the Coach on the floor
  - Motivate players
  - Run the team's offense by controlling the ball and making sure the ball gets to the right player at the right time
  - Discuss rule interpretations with officials as Vocal Floor Leader
  - Display leadership skills
  - Call plays and directs players to proper locations for each play called
  - Lead line drills and sets pace for workouts
  - Work basketball camps upon demand
- University of Central Arkansas Conway, Arkansas Summer 2023  
*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 2022  
*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 2021  
*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 (2020 to present); Volunteer for Minority Mentorship Program (2021 - present); Dean's List (Spring and Fall 2021); and UCA Scholarship Player; Athlete Scholar Recognition (2022-2024)

# BRUCE D. BEAR

Conway, AR  
479.968.0278, bbear1@email.com

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## SUMMARY

Motivated college student experienced in serving others. Has proven customer service, organization, and communication skills. Familiar with best practices for serving and willing to learn.

## EDUCATION

<b>University of Central Arkansas</b>	<b>Conway, AR</b>
Bachelor of Business Administration	Anticipated Graduation: May 2024
Major: Finance - Junior	GPA: 3.46

## SKILLS

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

## EXPERIENCE

### **Point Guard – Men’s Basketball**

University of Central Arkansas	Conway, Arkansas	2020 - Present
<ul style="list-style-type: none"><li>● Display leadership skills by serving as the Coach on the floor</li><li>● Run the team’s offense by controlling the ball and making sure the ball gets to the right player at the right time</li><li>● Discuss rule interpretations with officials as Vocal Floor Leader</li><li>● Call plays and directs players when needed to proper locations for each play called</li><li>● Lead line drills and sets pace for workouts</li><li>● Motivate players to win</li><li>● Work basketball camps upon demand</li><li>● Lead line drills and sets pace for workout</li><li>● Promote winning as a role model for players</li></ul>		

### **Student Worker – Minority Student Services**

University of Central Arkansas	Conway, Arkansas	Summer 2023
<ul style="list-style-type: none"><li>● Communicated effectively with students on the telephone and in person</li><li>● Solicited, encouraged and secured support from students and staff for various programs</li><li>● Listened to students’ problems and answered their questions</li><li>● Performed clerical duties as assigned</li><li>● Scheduled appointments, gave information to callers, and organized files</li><li>● Handled multiple tasks</li></ul>		

### **Clerk**

Rice and Associates	Little Rock, Arkansas	Summer 2022
<ul style="list-style-type: none"><li>● Performed a variety of administrative and clerical duties</li><li>● Monitored office supplies</li><li>● Assisted with preparation of legal documents and correspondence, (such as summonses, complaints, motions, and subpoenas) under the supervision of Attorney Rice</li><li>● Answered phones, greeted clients, scheduled appointments, and filed items</li><li>● Completed forms and operated machines</li></ul>		

### **Stocker**

Foot locker	Little Rock, Arkansas	Summer 2021
<ul style="list-style-type: none"><li>● Received, unpacked, checked, and kept track of merchandise</li><li>● 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</li><li>● Used hand-held scanners connected to computers to keep inventories updated</li><li>● Handled exchanges and returns of merchandise and kept work area neat</li></ul>		

## ACTIVITIES & HONORS

Student Support Staff (2020 to present)  
Volunteer, Minority Mentorship Program (2021 to present)  
Dean’s List (Spring and Fall 2021)

# Bruce D. Bear

479.968.0278, sbear1@email.com, Conway, AR

## SUMMARY

Ambitious and responsible college freshman who demonstrates a strong will to succeed and an excellent work ethic. Interest in interior design.

## EDUCATION

University of Central Arkansas, Conway, AR  
Bachelor of Arts  
Major: Interior Design

Anticipated Graduation: May 2026

## SKILLS

- Excellent Time Management
- Graphic Design - Photoshop, InDesign
- Proficient in Microsoft Office
- Advanced in Social Media - Instagram, TikTok

## EXPERIENCE

- President for Student Council, Arkansas High School - Texarkana, AR 2020-2022
  - Communicated ideas to the council members
  - Collaborated with members for monthly meetings
  - Organized multiple activities, such as fall festivals, fundraising, school dances etc.
  - Developed rapport with principal, faculty and staff, and students
- Tutor, Arkansas High School - Texarkana, AR 2021-2022
  - Tutored students in algebra and calculus
  - Guided and assisted students from 9th-12th grade with assignments
  - Built rapport and relationships with students and teachers
  - Increased student test scores on average from D grade to B+ grade
- Volunteer, Arkansas Children's Hospital - Little Rock, AR Summer 2018, 2019
  - Conducted 50+ volunteer hours in different units within hospital
  - Managed rounds with a comfort care cart to multiple patient rooms
  - Completed tasks assigned to help units run smoothly

## ACTIVITIES AND ACCOMPLISHMENTS

- Choir Member (2018-2022)
- Student Council President (2018-2022)
- National Honor Society Member (2019-2022)
- Mu Alpha Theta Member (2019-2022)
- Honor Graduate (2022)

# Bruce D. Bear

Conway, AR • (501) 450-3134 • your.email@gmail.com

## SUMMARY

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Public Relations major with relevant education and experience handling social media and research. Comfortable speaking in public. Excellent communication skills that contribute to well-organized projects.

## EDUCATION

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### UNIVERSITY OF CENTRAL ARKANSAS, Conway, AR

Bachelor of Science in Public Relations

Expected Graduation Date: May 2024

- **Honor Student:** GPA: 3.1 (*suggestion: include only if over 3.0*)
- **Relevant Coursework:** Introduction to Public Relations, Public Relations Applications, Publication Design and Makeup, Public Relations Techniques, Writing for Public Relations, Social Media Management, Media Law and Ethics, Nonprofit Public Relations

## COURSES/PROJECTS

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### [COURSENAME #] or [PROJECT NAME #1], [SEMESTER]

- Collaborated with a team of 5 students to design a non-profit organization with a mission to solve a particular social issue of interest to our team
- Provided background research of the social issue and drafted a paper describing the mission and challenge, including three public relations strategies to address the issue
- Prepared a 30-minute presentation designed to introduce a general audience to their non-profit and highlight the strategies the non-profit would undertake

### [COURSENAME #2] or [PROJECT NAME #2], [SEMESTER]

- Developed a promotional campaign for Carnival Cruise to increase sales
- Provided a comprehensive campaign strategy to present to the team
- Served as the spokesperson during our pitch meeting with the company representatives
- Attended press conference to market company's new slogan

## ADDITIONAL SKILLS

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- Media research
- Preparing and giving presentations
- In-depth knowledge of social media marketing platforms
- Proficient in Microsoft Office Suite



**Directions: Use this worksheet to brainstorm what information needs to go in your resume**

(Resume Template)

Name  
City/State  
Phone  
Email

**Summary Statement** \_\_\_\_\_

**Education**    University/College \_\_\_\_\_  
                    Official Degree & Major \_\_\_\_\_  
                    GPA \_\_\_\_\_

University/College \_\_\_\_\_  
Official Degree & Major \_\_\_\_\_  
GPA \_\_\_\_\_

**Skills & Language** \_\_\_\_\_  
\_\_\_\_\_

**Work Experience** \_\_\_\_\_  
\_\_\_\_\_  
    •  
    •  
    •  
\_\_\_\_\_  
\_\_\_\_\_  
    •  
    •  
    •

**Campus Activities & Awards** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

*(**not** a section of the resume, but a separate document with same heading as resume)*

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, and/or other members of student organizations or volunteer activities. Always ask permission to use an individual as a reference before listing them! It is a good idea to go ahead and have them typed up in a document for quick reference.

Guide:

## Heading/Letterhead

**Guide:**

- (1) Name
- (2) Job Title/Organization
- (3) Business Address
- (4) Phone
- (5) Email

# **BRUCE D. BEAR**

Conway, AR  
479.968.0278, bbear1@email.com

## **Professional References**

Dr. Tammy Rogers  
Department Chair  
University of Central Arkansas  
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Conway, AR 72035  
(501) 852-7467  
trogers@uca.edu

Mrs. Angela Jackson Associate  
Dean/Director University of  
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201 Donaghey Avenue  
Conway, AR 72035  
(501) 450-3135  
angelaj@uca.edu

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

# BRUCE D. BEAR

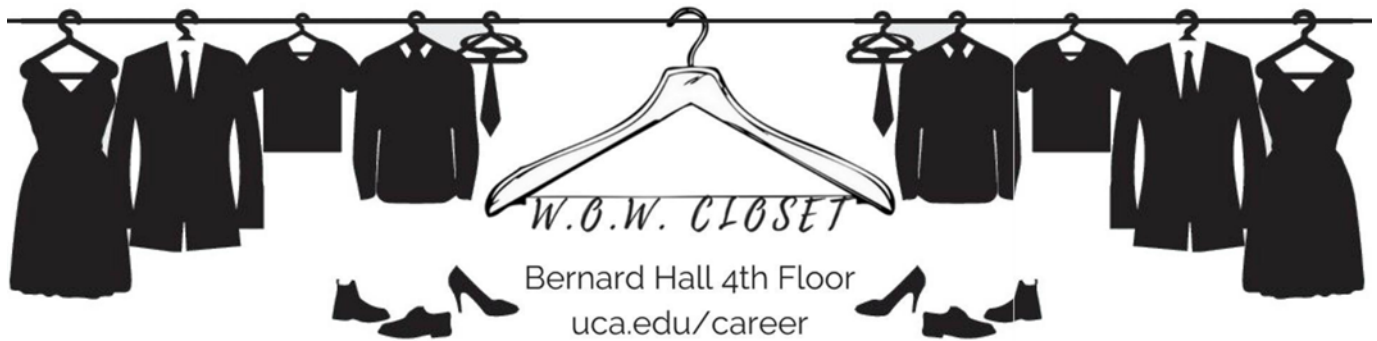
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## Professional References

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trogers@uca.edu

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Associate Dean/Director  
University of Central Arkansas  
Diversity & Community  
201 Donaghey Avenue  
Conway, AR 72035  
(501) 450-3135  
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Mrs. Alice Burns  
Manager  
Rice & Associates  
#3 Capitol Mall  
Little Rock, AR 72201  
(501) 683-4434  
aburns@rice.com



THE W.O.W. CLOSET OFFERS FREE PROFESSIONAL CLOTHING FOR ALL UCA STUDENTS

### Items in the Closet:

- Ties
- Jewelry
- Shoes
- Men's interview attire
- Women's interview attire
- Accessories

The closet is open  
Monday - Thursday  
12:00 p.m. to 2:30 p.m.

Items do not have to be  
returned!

Questions? E-mail [bears4hire@uca.edu](mailto:bears4hire@uca.edu) or call 501-450-3250



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#### Create your profile

1. Visit [www.uca.biginterview.com](http://www.uca.biginterview.com) on your desktop **OR** download the Big Interview App if you are using a smart device.
2. Click the [**Register**] button in the top right corner
3. Input the following **Organizational Code: 80235**
4. Fill out your **information** and create a **password** (you may use your MyUCA password), then select the **green** [**Create My Account**] button
5. Click "**login**" and fill out the Demographics survey and click the **green** [**Save**] button

*Note: desktop users must use **Google Chrome** or **Firefox** as a browser for Big Interview to work correctly.*