

UNIVERSITY OF CENTRAL ARKANSAS



**CAREER SERVICES**  
EXPLORE | EXPERIENCE | ENGAGE

**Bernard Hall 3rd Floor**  
**501-450-3250 | [uca.edu/career](http://uca.edu/career) | [@uacareer](https://twitter.com/uacareer)**  
**#BEARS4HIRE**

# Resume Packet

**Employer-backed tips, tools, and resources**

Revised: Sept 2024

# Resume Purpose

Summarize Experience | Showcase Skills | Secure the INTERVIEW

## Writing TIPS

- Pay careful attention to spelling, punctuation, grammar, and style
- Proofread, and proofread again
- Short, crisp, clear bullet points
- 1 page (2 max with exceptions)
- Use easy to read fonts (10-12 size font)
- Always tailor to the job category you're applying for
- Format and align consistently
- Use good quality white or off-white paper when printing resumes
- Quantify achievements
- 3-5 bullet points per experience

## AVOID

- High school information (unless a freshman)
- Salary requirements
- Reason for leaving previous positions
- Geographical preferences
- Photos, columns, charts, graphs, borders, colored text
- Health/physical description
- Age, race, religion, sex, national origin
- GPAs less than 3.0
- Paragraphs
- Abbreviations/Acronyms

## Bullet Writing Tips

-Write achievements instead of responsibilities-

### SOAR method

- **Statement of action**
  - What did you do?
- **Occurrence**
  - Daily, weekly, monthly...?
- **Amount of action**
  - 19, 50, over 100?
- **Results of action**
  - Increased, decreased, saved, taught....?

### SOAR Example

- **Statement** - Managed production crew
- **Occurrence** - Managed production crew on a daily basis
- **Amount of action** - Managed production crew of 20+ people on a daily basis
- **Results of action** - Managed production crew of 20+ people that increased production 3 quarters in a row

## Resume Format Rubric

<p><b>Contact Information</b> Goal: To ensure recruiter can easily contact you</p>	<p>A. Contact Information: Name (First and Last), City &amp; State, Email, Phone B. Name stands out (font size between 18-26) C. Provide professional email address - be sure to remove hyperlink</p>
<p><b>Summary</b> Goal: To create a good first impression with recruiter</p>	<p>A. Summary is listed as the first section B. 3-5 lines that explain why you're a good fit and summarize relevant qualifications and career achievements; incorporate power skills</p>
<p><b>Education Section</b> Goal: To convey academic qualification and training; No High School included!</p>	<p>A. Entries are listed in reverse chronological order (most recent first) B. Degrees are spelled out; not abbreviated C. Graduation month and year are indicated D. Each institution includes name of university/college and location E. If GPA listed, needs to be 3.0 or higher</p>
<p><b>Skills Section</b> Goal: To allow busy hiring managers to easily and quickly scan to see if you have the skills needed for position</p>	<p>A. List hard skills (can be proven on a test; quantifiable) and proficiency <i>Ex. Proficient in Google Suites, Intermediate Microsoft Office, Well versed in social media, fluent in Spanish, Basic C++/Python, etc.</i> B. NOTE: Power (soft) skills should be incorporated into cover letter, summary section, and experience sections <i>Ex. communication, leadership, management skills, attention to detail, team player, etc.</i></p>
<p><b>Experience Section</b> Goal: To showcase your power skills and qualifications, showing relevance to the position desired</p>	<p>A. Experiences listed in reverse chronological order B. Position title, organization name, location, &amp; dates are included C. 3-5 bullets per experience D. Don't use "I", "my", or other personal pronouns E. Bullet points are concise, direct, &amp; indicate accomplishments F. Bullets start with strong action verbs; use the correct verb tense</p>
<p><b>Extracurricular/Organization/Awards/Volunteer/Honors Etc.</b> (Optional &amp; only use 2 titles max) Goal: To highlight information that does not appear elsewhere on resume</p>	<p>A. If listed - entries have title/position, organization name &amp; dates B. If listed - entries should be in reverse chronological order</p>

<p><b>Style, Appearance, &amp; Tone</b> Goal: To ensure your strengths are highlighted and resume is polished and easy to read</p>	<p>A. Fills 1 page while balancing white space and content<sup>1</sup> B. Margins are acceptable (minimum .75 maximum 1") C. Font style and size is appropriate (between size 10-12 pt) D. Formatting is consistent E. Black text F. Created from scratch (no template used)</p>
--	--

<sup>1</sup> We recommend/suggest 1 page (2 pages max). If you go to 2 pages, be sure to use at least half the 2nd page if not, shorten to 1 page

# Just a Few Action Verbs to Get You Started

## Career & Self-Development

Improved	Learned
Mastered	Envisioned
Administered	Engaged
Hired	Promoted
Officiated	Demonstrated

## Leadership

Initiated	Transformed
Chaired	Optimized
Delegated	Guided
Led	Motivated
Spearheaded	Coached

## Communication

Advertised	Presented
Articulated	Negotiated
Briefed	Marketed
Discussed	Lobbied
Publicized	Instructed

## Professionalism

Succeeded	Verified
Surpassed	Achieved
Committed	Established
Dedicated	Accomplished
Ensured	Advanced

## Critical Thinking

Devised	Streamlined
Evaluated	Solved
Formulated	Merged
Redesigned	Modified
Remodeled	Analyzed

## Teamwork

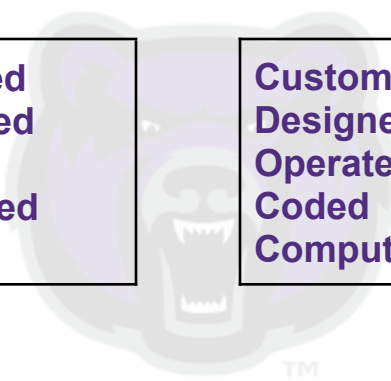
Aided	Facilitated
Assisted	Contributed
Collaborated	Participated
Partnered	Cooperated
Shaped	Mediated

## Equity & Inclusion

Cared	Supported
Mentored	Interpreted
Understood	Bridged
Respected	Reconciled
Related	Unified

## Technology

Customized	Installed
Designed	Networked
Operated	Programmed
Coded	Interfaced
Computed	Updated



# Bruce D. Bear

Conway, AR  
501.450.1111 | findacareer@email.com

---

## SUMMARY

Dedicated and disciplined college athlete with a strong work ethic and proven ability to balance rigorous training schedules with academic responsibilities. Seeking to leverage teamwork, leadership, and communication skills in a challenging internship position *{can specify position}* where I can contribute effectively while gaining valuable professional experience.

## EDUCATION

### **Bachelor of *{insert degree}***

University of Central Arkansas | Conway, AR  
GPA: 3.75

Minor: *{insert Minor}*

Anticipated Graduation: *May 2025*

## EXPERIENCE

### **Student Athlete- *{insert sport}***

*August 2023 - Present*

University of Central Arkansas | Conway, AR

- Commit *{insert #}* hours per week to training, practice and competition while maintaining GPA
- Develop leadership skills through mentoring younger team members and acting as a team captain and other leadership roles both on and off the field
- Collaborate with teammates and coaches and review weekly game footage to strategize and execute game plans
- Assist coaching staff with planning/executing logistics to host successful *{insert sport}* camps for approximately 100 K-12 students statewide
- Implement time management and organizational skills by balancing academic responsibilities, athletic commitments, and extracurricular activities

### **Sales Associate**

*August 2022 - May 2023*

Bear Pride Grocery | Conway, AR

- Provided customer service to enhance the shopping experience
- Maintained inventory accuracy through regular inventory checks and organized/efficient processes
- Collaborated with team members daily to optimize store layout to boost product marketing and overall sales
- Handled cash transactions and processed payments with 100% accuracy and timeliness

## SKILLS

- MS Office (Word, Excel, PowerPoint)
- Canva
- Languages: Spanish

## AWARDS & ORGANIZATIONAL INVOLVEMENT

Youth Development Center Volunteer

*August 2021- present*

UCA Athlete of the Year

*May 2023*

UCA Dean's List

*May 2023*

[Typical Student/Alum]

# Anita Job

Conway, AR  
501.501.5015 | ajob@email.com

---

## **SUMMARY**

Detail-oriented and motivated Clinical Research Coordinator with Good Clinical Practice (GCP) training and a strong foundation in data collection and participant recruitment. Seeking to leverage my skills and passion for research to contribute effectively to {insert company name}.

## **EDUCATION**

### **Bachelor of Science in Psychology**

University of Central Arkansas | Conway, AR, GPA: 3.75

Minor: Cognitive Neuroscience

Graduation Date: *May 2024*

## **EXPERIENCE**

### **Clinical Research Assistant**

*August 2023 - Present*

University of Arkansas for Medical Sciences | Little Rock, AR

- Assist in overseeing day-to-day operations of clinical trials, ensuring compliance with regulations, protocols, and ethical standards
- Identify potential participants, screen for eligibility, explain study details, obtain informed consent, and facilitate enrollment
- Collect data from study participants, perform procedures, assessments, and tests as per study protocol, and maintain detailed records ensuring data integrity and confidentiality

### **Research Assistant (Psychology)**

*August 2022 - May 2023*

University of Central Arkansas | Conway, AR

- Assisted in designing experiments, administering surveys, and collecting data from participants, leading to the identification of significant behavioral patterns in multiple experiments
- Utilized statistical software (e.g. SPSS, R) to analyze data and generate reports, resulting in accurate data and contributing to a published research study
- Collaborated with faculty and graduate students on research projects, contributing to weekly lab meetings and aiding productivity enhancement

## **SKILLS AND CERTIFICATION**

Skills: MS Office (Word, Excel, PowerPoint) | CTMS (Clinical Trial Management Systems) | EDC (Electronic Data Capture) | GCP (Good Clinical Practice) | Regulatory Compliance

Certification: Good Clinical Practice (GCP), National Institute on Drug Abuse, May 2024

## **EXTRACURRICULAR ACTIVITIES**

Bears Adapt, University of Central Arkansas

*Aug. 2020 - May 2024*

[Veteran]

# Tony Soldier

Hampton, VA | [linkedin.com/in/tonysoldier](https://www.linkedin.com/in/tonysoldier) | [tonysoldier@email.com](mailto:tonysoldier@email.com) | (501) 123-0000

---

## PROFESSIONAL SUMMARY

Results-driven Air Force veteran seeking to transition into a mental health leadership role. Bringing a strong foundation in leadership, counseling techniques, and clinical expertise developed through military service. Experienced in providing care to fellow personnel while effectively collaborating with military leaders and civilian stakeholders.

---

## EDUCATION

<b>University of Arkansas at Little Rock</b> , Little Rock, AR Master of Science in Social Work	May 2022
<b>University of Central Arkansas</b> , Conway, AR Bachelor of Science in Psychology	May 2020
<b>Ft. Sam Houston</b> , Texas Technical Training - Mental Health Services	June 2014

---

## EXPERIENCE

<b>Clinical Social Worker, Hampton VA Med Center</b> Hampton, VA	June 2022 - Present
<ul style="list-style-type: none"><li>• Perform mental health evaluations and therapy</li><li>• Provide social work services including mental health, substance abuse and family advocacy (crisis intervention, trauma-informed care, therapeutic environment skill use)</li><li>• Develop rapport with veterans to establish trust amongst them</li><li>• Design and lead team-building exercises for up to 50+ employees during yearly training sessions</li></ul>	
<b>Warehouse Package Handler, FedEx</b> Searcy, AR	July 2016 - May 2022
<ul style="list-style-type: none"><li>• Managed the delivery of multiple truckloads of shipment contents daily, focusing on accuracy in delivery and efficiency of service</li><li>• Safely and accurately operated equipment per safety guidelines to transport packages in a timely manner</li></ul>	
<b>Case Worker, U.S. Air Force</b> Barksdale AFB, LA	August 2014 - March 2016
<ul style="list-style-type: none"><li>• Shadowed individual and group counseling events</li><li>• Monitored, recorded, and reported on patients progress during and post treatments</li><li>• Relayed relevant information to supervisors, co-workers, and subordinates with a professional demeanor</li></ul>	

---

## AWARDS

<b>Dean's List</b>   <i>University of Central Arkansas</i>	4 Semesters
<b>Meritorious Service Medal</b>   <i>U.S. Air Force</i>	September 2023

[FR w/ no paid experience]

# Ima Freshman

Conway, AR  
ifreshman@email.com

555.555.5555  
linkedin.com/in/imafreshman

## SUMMARY

---

Ambitious Political Science major and Communication minor with a strong foundation in analytical thinking and content writing from experience gained through high school newspaper editing. Demonstrated commitment to community through active involvement in charitable volunteering. Eager to pursue a career in federal government service.

## EDUCATION

---

**University of Central Arkansas (UCA)**, Conway, AR Anticipated May 2027  
Bachelor of Science, Political Science GPA: 3.65

**Anytown High School**, Anytown, AR May 2023  
Awards: National Merit Scholar, National Honor Society GPA: 3.8

## SKILLS

---

Proficient in Microsoft Word, PowerPoint, Excel, MatLab  
Languages: Basic Spanish

## RELEVANT EXPERIENCE

---

**Anytown High School Newspaper**, Anytown, AR Aug 2022 – May 2023

- Produced weekly newspaper with full responsibility for proofreading all content prior to publication and authoring two to three articles per issue
- Trained and oversaw staff of 14, leading weekly meetings and offering continuous support regarding content and page design
- Collaborated with adviser to plan each issue, including production calendar
- Developed programs that increased circulation by 6% and tracked progress

**One80 Place Homeless Shelter**, Anytown, AR Aug 2022 – Dec 2022

- Organized a successful schoolwide canned food drive that collected over 400 cans in one month (November 2023)
- Assisted in bi-weekly meal preparation and lunch services on Saturdays
- Processed incoming food donations and organized food pantry, developing new systems of grouping items by expiration date to reduce monthly food waste by 15%

## ACTIVITIES

---

Pi Sigma Alpha (Political Science Honor Society), UCA Spring 2024

Intramural Volleyball, UCA Fall 2023

Parliamentarian - Anytown High School Student Council Fall 2022 – Spring 2023



[No activities/experiences]

# Joe Chill

Conway, AR • (501) 450-3134 • Jchill501@email.com

## SUMMARY

---

Public Relations (PR) major with a strong academic foundation in communication strategies, media relations, and brand management. Possesses excellent written and verbal communication skills honed through coursework and class projects. Eager to apply classroom knowledge to real-world PR challenges and contribute fresh perspectives to a dynamic organization.

## EDUCATION

---

### UNIVERSITY OF CENTRAL ARKANSAS, Conway, AR

*Bachelor of Science in Public Relations*

*Expected Graduation Date: May 2025*

- **Honor Student:** GPA: 3.2
- **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

## RELEVANT PROJECTS

---

### {PROJECT NAME #1}, {SEMESTER AND YEAR}

- 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

### {PROJECT NAME #2}, {SEMESTER AND YEAR}

- 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

## SKILLS

---

- Media research - Google Analytics, Cision, and LexisNexis
- In-depth knowledge of social media marketing platforms - Canva, Adobe
- Working knowledge in Microsoft Publisher, PowerPoint

- Schedule an appointment with a Career Coach
- Search and apply for part-time, internship, full-time, and on-campus positions

*Note: After you have completed a resume review appointment and made necessary corrections, make it visible to employers by clicking the button next to your resume. (Profile>My Documents>Visible)*

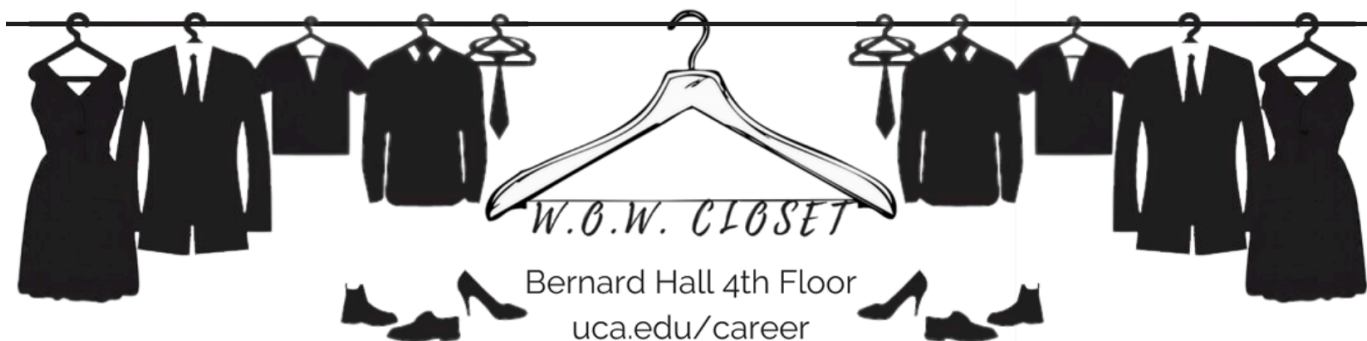
- Sign up for on-campus interviews
- Register for Career Services events

## Login to handshake in 3 Easy Steps!

1. Login to MyUCA and search "Handshake". Click the Handshake box.

2. Click the blue 'University of Central Arkansas Sign On' and sign in using your UCA username and password.

3. Follow the directions to confirm your Handshake account!



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