UNIVERSITY OF CENTRAL ARKANSAS

CAREER SERVICES

EXPLORE | EXPERIENCE | ENGAGE

Bernard Hall 3rd Floor
501-450-3250 | uca.edu/career | @ucacareer

Resume Packet

Revised: Summer 2026

Resume Purpose

Summarize Experience | Showcase Skills | Secure the INTERVIEW

Writing TIPS

- **Pay careful attention to spelling, punctuation, grammar, and style**
- **Proofread, and proofread again**
- **Detailed, yet concise bullet points**
- **1 page (2 max with exceptions)***
- **Use easy to read fonts (10-12 size font)**
- **Relevant coursework not needed for full time/permanent jobs**
- **Margins set at minimum .75 maximum 1”**
- **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**
- **3-4 bullet points per experience**

* 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.

AVOID

- **High school information (<u>unless a freshman</u>)**
- **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**
- **Templates**

Bullet Writing Tips

-Focus on achievements instead of responsibilities-

[Action + responsibility = result]

Resume Format Rubric

Contact Information Goal: To ensure recruiter can easily contact you	**A. Contact Information: Name (First and Last), City & State, Email, Phone** **B. Name stands out (font size between 18-20)** **C. Provide professional email address - be sure to remove hyperlink**
Summary Goal: To create a good first impression with recruiter	**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**
Education Section Goal: To convey academic qualification and training; No High School included!	**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**
Skills Section Goal: To allow busy hiring managers to easily and quickly scan to see if you have the skills needed for position	**A. List hard skills (can be proven on a test; quantifiable) and proficiency** ***Ex. Proficient in Google Workspace, Intermediate Microsoft Office, well versed in social media, fluent in Spanish, Basic C++/Python, etc.*** **B. NOTE: Power (soft) skills should be incorporated into cover letter, summary section, and experience sections** ***Ex. communication, leadership, management skills, attention to detail, team player, etc.***
Experience Section Goal: To showcase your power skills and qualifications, showing relevance to the position desired	**A. Experiences listed in reverse chronological order** **B. Position title, organization name, location, & 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, & indicate accomplishments** **F. Bullets start with strong action verbs; use the correct verb tense**
Extracurricular/Organization/ Awards/Volunteer/Honors Etc. (Optional & only use 2 titles max) Goal:To highlight information that does not appear elsewhere on resume	**A. If listed - entries have title/position, organization name & dates** **B. If listed - entries should be in reverse chronological order**

Just a Few Action Verbs to Get You Started

Career & Self-Development

Advanced	Pursued
Cultivated	Strengthened
Expanded	Mastered
Accelerated	Attained
Refined	Elevated

Leadership

Directed	Delegated
Orchestrated	Inspired
Championed	Supervised
Empowered	Influenced
Mobilized	Executed

Communication

Articulated	Corresponded
Conveyed	Advocated
Persuaded	Promoted
Negotiated	Publicized
Presented	Consulted

Professionalism

Demonstrated	Compiled
Upheld	Verified
Maintained	Safeguarded
Delivered	Established
Honored	Surpassed

Critical Thinking

Analyzed	Devised
Diagnosed	Redesigned
Evaluated	Investigated
Optimized	Innovated
Synthesized	Streamlined

Teamwork

Collaborated	Contributed
Partnered	Coordinated
Facilitated	Integrated
Unified	Mentored
Supported	Fostered

Cultural Intelligence

Bridged	Respected
Connected	Encouraged
Engaged	Reconciled
Fostered	Appreciated
Included	Valued

Technology

Automated	Programmed
Configured	Customized
Engineered	Leveraged
Implemented	Developed
Integrated	Administered

[Athlete]

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*} to be able to contribute effectively while gaining valuable professional experience.

EDUCATION

Bachelor of {*insert degree*} Minor: {*insert Minor*}
University of Central Arkansas | Conway, AR Anticipated Graduation: *May 2025*
GPA: 3.75

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/Dual Major]

ANITA JOB

Conway, AR | (501) 501-5015 | anitajob@gmail.com | linkedin.com/in/anitajob

PROFESSIONAL SUMMARY

Detail-oriented researcher with Good Clinical Practice (GCP) training and a strong foundation in data collection and participant recruitment. Experienced in administering psychological tests and brings a foundational knowledge of psychotherapy.

EDUCATION

Bachelor of Science, Psychology and Data Analytics Expected December 2026
University of Central Arkansas — Conway, AR
Relevant coursework: Applied Behavior Analysis, Psychological Tests & Measurements, Data Analysis & Application, Marketing Research & Data Management, Technical Writing, Project Management

EXPERIENCE

Research Assistant, Psychology, University of Central Arkansas — Conway, AR August 2023 – Present

- 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.

Barista, Kawaii Boba House — Conway, AR January 2023 – June 2023

- Prepared and served a high-volume menu of specialty boba beverages with consistent quality, applying precise recipe execution and food safety standards in a fast-paced environment.
- Delivered attentive customer service by accurately taking orders, accommodating dietary customizations, and resolving guest concerns to maintain a positive in-store experience.
- Supported daily store operations including opening and closing procedures, cash handling, inventory restocking, and maintaining cleanliness in compliance with health and safety guidelines.

SKILLS & CERTIFICATIONS

Skills: CTMS (Clinical Trial Management Systems), EDC (Electronic Data Capture), GCP (Good Clinical Practice), Regulatory Compliance, Microsoft Office (Word, Excel, PowerPoint)
Certification: Good Clinical Practice (GCP), National Institute on Drug Abuse (May 2026)

LEADERSHIP & INVOLVEMENT

President, Bears Adapt, University of Central Arkansas January 2026 – Present

- Directed organizational strategy, membership development, and cross-campus partnerships to advance disability awareness, inclusion, and adaptive athletics in the Conway community.
- Coordinated adaptive exercise programming and inclusive group fitness events, expanding accessible athletic opportunities for students with disabilities.
- Partnered with campus organizations to plan and execute Developmental Disabilities Awareness Month programming, building coalitions across student groups and institutional stakeholders.

[Alumni]

Dee Greeholder

Maumelle, AR | deegreeholder@gmail.com | 501-772-8525 | linkedin.com/in/deegreeholder

EXPERIENCE

KROGER — Maumelle, AR
Compliance Analyst — April 20xx – Present

- Collaborate with legal, risk, and operations teams to implement controls that reduce compliance incidents by 30%
- Develop and deliver compliance training sessions for 100 employees, improving policy adherence scores by 50%
- Investigate reported violations and whistleblower complaints, documenting findings and recommending corrective actions
- Track and report key performance indicators (KPIs)/metrics to senior leadership via monthly compliance dashboards

HILTON SUITES — Maumelle, AR
Customer Engagement Coordinator — June 20xx – April 20xx

- Managed 15 employees providing front-line service, delegating tasks throughout shifts.
- Processed 20+ accommodations requests, including communicating status updates and documenting case notes.
- Completed daily financial report, ensuring a balanced cash drawer of up to $700.
- Streamlined accommodations processes, decreasing completion time from 1 week to 2 days.
- Revised customer service training, including writing a comprehensive 20-page reference document.

WAFFLE HOUSE — Little Rock, AR
Shift Leader — January 20xx – June 20xx

- Developed skills in time management, customer service, and organization in fast-paced settings.
- Trained 30+ new employees, including demonstrating best practices and serving as a consistent resource.
- Balanced cash and credit transactions of up to $1800 per shift, and calculated tip sharing for support staff.
- Promoted daily specials and answered customer questions about the extensive menu.

EDUCATION

Bachelor of Science, Sociology and Data Science — December 2016
University of Central Arkansas — Conway, AR

SKILLS & CERTIFICATIONS

Microsoft Word, Excel, PowerPoint |Google Workspace|Electronic Data Capture | Python | JAVA Git | Google Cloud | Microsoft Azure | SQL | Certified Hotel Administrator

COMMUNITY ENGAGEMENT

Board Member, Women's Leadership Network, 20xx – 20xx
Volunteer, Ronald McDonald House, 20xx – 20xx
Volunteer, County Voter Registration Initiative, 20xx – 20xx

[Veteran]

Tony Soldier

Little Rock, AR | linkedin.com/in/tonysoldier | 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

University of Arkansas at Little Rock, Little Rock, AR — May 2022
Master of Science in Social Work

University of Central Arkansas, Conway, AR — May 2020
Bachelor of Science in Psychology

Ft. Sam Houston, Texas — June 2014
Technical Training - Mental Health Services

SKILLS

MS Office (Word, Excel, PowerPoint) — VA Telehealth Services
Google Workspace — Canva
Languages: Spanish

EXPERIENCE

Clinical Social Worker, University of Arkansas Medical Sciences — June 2022 - Present
Little Rock, AR

- Conduct comprehensive mental health assessments and deliver individualized therapeutic interventions for a veteran population, supporting improved mental health outcomes and quality of life
- Provide social work services, including mental health, substance abuse and family advocacy, utilizing trauma-informed care frameworks and evidence-based crisis intervention techniques to stabilize and empower at-risk veterans
- Cultivate therapeutic alliances with veterans from diverse backgrounds by applying culturally sensitive communication strategies, fostering trust and long-term engagement in care
- Design and facilitate annual team-building and professional development sessions for groups of 50+ staff, strengthening interdisciplinary collaboration and workforce cohesion

Warehouse Package Handler, FedEx — July 2016 - May 2022
Searcy, AR

- Managed the delivery of multiple truckloads of shipment contents daily, focusing on accuracy in delivery and efficiency of service
- Safely and accurately operated equipment per safety guidelines to transport packages in a timely manner

AWARDS

Dean's List | *University of Central Arkansas* — 4 Semesters
Meritorious Service Medal | *U.S. Air Force* — September 2023

[FR w/ no paid experience]

Ima Freshman

Conway, AR 555.555.5555
ifreshman@email.com linkedin.com/in/imafreshman

SUMMARY

Ambitious Political Science major 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 — Graduating May 2029
Bachelor of Science, Political Science — GPA: 3.65

Anytown High School, Anytown, AR — May 2025
Awards: National Merit Scholar, National Honor Society — GPA: 3.8

SKILLS

Proficient in Microsoft Word, PowerPoint, Excel, Generative AI
Languages: Basic Spanish

RELEVANT EXPERIENCE

Anytown High School Newspaper, Anytown, AR — Aug 2024 – May 2025

- Produced weekly newspaper with full responsibility for proofreading all content prior to publication and authoring two to three articles per issue
- Trained and directed a 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 2024 – Dec 2024

- Organized a successful schoolwide canned food drive that collected over 400 cans in one month (November 2024)
- 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 2026
Intramural Volleyball, UCA — Fall 2025
Parliamentarian - Anytown High School Student Council — Fall 2024 – Spring 2025

[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 2027*

- **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

PROJECT EXPERIENCE

{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

For a variety of résumé examples by field of study, please scan QR below: