



School of Undergraduate Studies Career Services

Upcoming Events

- **9/21~11:00-1:00**
Career Readiness-
Student Center
Lobby
- **9/23~ 4:30-6**
Business & OLAM
Meet and Greet -
RH 326
- **9/27- 9/30~**
Career Services
Week
9/27, 9/28, 9/30~
12:00-1:00;
9/29~1:00-2:00
Workshops
- **10/13~** The
Washington Center,
TBA
- **11/4~ 2:00-7:00**
Graduate School
Fair -
Student Center
Lobby

Resume Block?

Ever feel that your resume just isn't right? Feel a lack of motivation? Don't be discouraged. In Career Services, we have many students that face these problems, yet these students find jobs with their resumes. How do they do it? By putting time and energy into creating a nice, sleek resume to get a leg up on the competition.

To create a job-getting resume, make a list of all your experiences in college, from part-time jobs to activities. Try to avoid listing activities from high school. As you list them, think of your key accomplishments and responsibilities. Also include your job title, location,

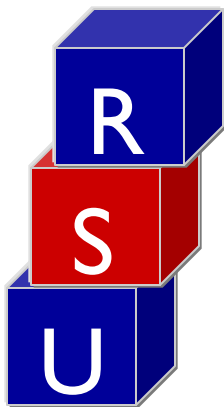
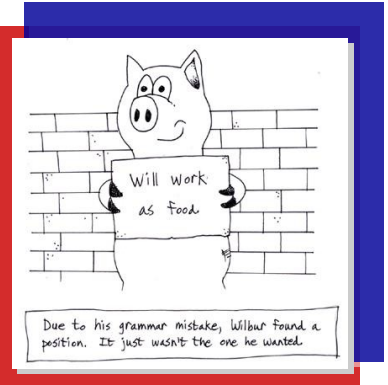
and dates of employment.

Next, it's time to add education to your resume. If you don't have much experience, it's usually best to put your education first. Job seekers usually include the university attended, degree earned, location, dates attended, and grade point average if over 3.0. Any awards such as Dean's List can also be added.

Once you have a list of all your education, experiences, activities, and skills, it's time to figure out a format. On our website, we have examples of various types of resumes for college students or you may search online.

After you pick a format, integrate all the information you've gathered into it. Format can help you get past the hiring official or it could mean getting tossed aside. A resume should be clean and simple. Too much information will hurt your chances of getting an interview.

Once you have your first draft complete, it's ready for review. Just email it to rsuca-reerservices@regent.edu or stop by Career Services in the Classroom Building, Room 103. We'll be more than happy to help and you will leave with a great resume.



Student Profile: Jessica Wallace

Jessica Wallace worked as a paralegal intern at the Judge Advocate General (JAG) office last summer at Wright-Patterson Air Force Base. Jessica helped create documents such as wills, power of attorneys, and claims. She also assisted in Magistrate Court.

Memorable moment: I was able to sit in on a court case in Dayton, Ohio and before the case I met the judge, defense and prosecuting attorneys, and spoke with some of the witnesses. I was able to get an up-close view on how the court system was run.

Reflections: The internship experience affected my future job search by allowing me to know what my strengths and weaknesses were and how I can use them in the workplace. I also got a more in-depth look at career options.



Regent University, School of Undergraduate Studies Career Services

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Learn about Career Services!

**Kita Graham, Director of
Career Services**



Join our Facebook Fan Page to
learn about upcoming events, job
opportunities, and career tips.

Like "RSU Career Services" today!

Our purpose is to equip students with comprehensive resources that enhance their calling, marketability, promote goal setting, and encourage a spirit of excellence as they prepare for internship and career opportunities.



**Jillian Loukinas, Graduate
Assistant**

Career Readiness Tuesdays

Not sure what you want to do after graduation? Interested in an internship? During the fall semester, Career Services will hold Career Readiness to help you answer these questions. We will have a table set up in the Student Center Lobby on select Tuesdays from 11:00-1:00 to guide students as they look for internships and jobs in the coming months. We'll have handouts on resume tips, job search strategies, and more. If you already have a resume, we can provide feedback to help you improve it!

Career Readiness Tuesdays
Dates: 9/21, 10/5, 10/26,
11/2, 11/16, 11/30
11:00-1:00
Student Center Lobby