

THE EXCHANGE AT MARIAN UNIVERSITY

3200 Cold Spring Rd | Indianapolis, IN 46222

317.955.6500 | exchange@marian.edu | www.marian.edu/exchange

OBJECTIVE

To instruct and empower students in seeking professional development and career opportunities

EDUCATION

Marian University

Indianapolis, IN

Bachelor of Science/Arts in Major

Intended Graduation: Month of 20##

- List minor or concentration is applicable
 - GPA: ##/4.0 (List if over 3.0)
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PROFESSIONAL EXPERIENCE

The Exchange at Marian University

Indianapolis, IN

Resume & Cover Letter Development

2014-Present

- Review online resources for resume style guidelines and formatting recommendations
- Collaborate with a Writing Center intern to develop a first draft
- Submit resumes and cover letters on KnightWork for Exchange staff to review
- Schedule an appointment on KnightWork to meet with a career counselor

The Exchange at Marian University

Indianapolis, IN

Mock Interviews

2014-Present

- Meet with career counselor for a mock interview tailored to your desired job/field
- Dress professionally, come prepared, and receive useful feedback for future interviews
- Participate in a mock interview with an alumnus or community partner in your field of interest

The Exchange at Marian University

Indianapolis, IN

Career Planning Assistance

2014-Present

- Take Sigi3 career assessment
- Explore What Can I Do with This Major
- Watch professionals discuss their careers on CandidCareer videos
- Attend Career Exploration workshops led by Exchange team members

The Exchange at Marian University

Indianapolis, IN

Networking & Job Search Assistance

2014-Present

- Network with the Exchange personnel and professors to find professionals in fields of interest
 - Schedule informational interviews to learn more about different career paths
 - Attend Corner Conversations, recruiting tables, and employer presentations
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CO-CURRICULAR ACTIVITIES

Employer Visits, Presentations, & Recruiting Tables

2014-Present

Accounting Interview Day

September 22, 2016

Nurse Roundtables (SEM)

September 30, 2016

LinkingIn@MU (SEM)

October 10, 2016

Etiquette Dinner

October 25, 2016

Indiana Means Business Career Fair

November 10, 2016

Life After Marian

November 15, 2016

Collegiate Career Expo

February 23, 2017

Networking Knights

March 22, 2017

Teacher Candidate Interview Day

April 19, 2017

SKILLS

Teamwork | Leadership | Communication | Analytical Skills | Problem Solving | Work Ethic

IMA KNIGHT

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OBJECTIVE

Write a short, targeted statement that clearly outlines your career aspirations and tailor it so that it positions you as someone who fits what the employer is seeking.

EDUCATION

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Scholarship Program (if applicable)

Start date-End date

- Describe premise of scholarship program such as the mission/purpose of the program
- Include any pre-eligibility requirements and qualifications necessary to maintain the scholarship

PROFESSIONAL EXPERIENCE

Company Name

City, State

Job title

Start date-End date

- Begin each bullet with a strong action verb
- Include two to five bullet points for each experience
- Focus the bullets on your accomplishments and demonstrated skills
- Tailor resume and cover letter based on desired job

Company Name

City, State

Job title

Start date-End date

- Utilize present tense verbs for present jobs and past tense verbs for past jobs
- Refrain from using first person on your resume (I, me, we, ours, my, etc.)
- List all experiences in reverse chronological order for each section (most recent comes first)
- Place the most relevant experiences (including internships) towards the top of the page

Company Name

City, State

Job title

Start date-End date

- Maintain consistent formatting throughout the entire document and refrain from using a template
- Restrict resume to one page in length; page should be full but not cramped
- Review the Exchange's online resources for resume style guidelines and formatting recommendations
- Remove all irrelevant high school related items at the end of freshman year of college

CO-CURRICULAR ACTIVITIES

Marian University Club Name/Service Organization Name

City, State

Job title

Start date-End date

- List campus/community activities in the same format as professional experiences (see above)
- Market transferable skills that your club experience provides

Marian University Athletic Team

City, State

Position or Leadership Role

Start date-End date

- Highlight leadership positions and describe accomplishments using bullet points
- Focus on how your experiences incorporate the top six skills employers seek, which are listed below

SKILLS

Teamwork | Leadership | Communication | Analytical Skills | Problem Solving | Work Ethic