

ON-CAMPUS STUDENT EMPLOYMENT RESUMES

The following resume sample is the format suggested when applying for on-campus positions.
Some things to consider:

- In the Objective, note if you have received work-study as part of your financial aid package; if not, state “*Not eligible for work-study*”
- You can include a skills section to demonstrate your abilities that might not otherwise be highlighted elsewhere on your resume.
- If you are an incoming freshmen student, you can include your high school education and activities.

Two samples have been enclosed to show how you might format your resume based upon your individual circumstances:

SAMPLE #1 – New Incoming Freshman

SUSAN B. GREEN	
Present Address 1234 Walter Way Green Bay, WI 54311 (920) 883-XXXX	Permanent Address 1234 Any Street Any City, WI 53202 (262) 555-XXXX
greensa02@uwgb.edu	
OBJECTIVE: To obtain a part-time position on-campus. Work-study eligible.	
EDUCATION: University of Wisconsin- Green Bay , Green Bay, WI Bachelor of Science Degree, Expected Graduation May 2012 Major in Communication with emphasis in Public Relations East High School , Green Bay, WI High School Diploma, June 2008 Cumulative GPA: 3.4/4.0	
SKILLS: <ul style="list-style-type: none">• Effective customer service and communication skills• Hard worker, committed to meeting deadlines and timely for shift work• Familiar with various Microsoft programs including Word, Access and Excel• Attentive to detail and very conscientious	
WORK EXPERIENCE: Crew Leader (2007 – Present) McDonalds, Any City, WI <ul style="list-style-type: none">• Promoted from Crew Member position in 2008• Make staffing adjustments to handle customer demand• Assist customers with menu selections• Balance and reconcile daily cash receipts and transactions for crew stations Childcare Provider/Babysitter , (2004 - 2008) Various Families in Milwaukee, WI <ul style="list-style-type: none">• Flexible to be available to families with less than 24 hours notification• Completed American Red Cross Certification class	
ACTIVITIES: <ul style="list-style-type: none">• Student Council Member, East High School (2006-2008)• Member, National Honor Society, East High School (2007-2008)	
REFERENCES: Available upon request	

NOTE: Example
of a Transfer
Student Resume
on other side!

SAMPLE #2 – Transfer Student

SUSAN B. GREEN

1234 Any Street
Seymour, WI 54165
(920) 555-XXXX
greensb@uwgb.edu

OBJECTIVE:

To obtain an on-campus position at UW-Green Bay. Not eligible for work-study.

EDUCATION:

University of Wisconsin- Green Bay, Green Bay, WI
Bachelor of Arts Degree, Expected Graduation May 2010
Major in English, Minor in Humanistic Studies

Northeast Wisconsin Technical College, Green Bay, WI
Associate's Degree, May 2008

SKILLS:

- Over 5 years customer service experience
- Familiar with Microsoft Word, Excel and Access
- Experience with multi-line phone systems
- Fluent in Spanish

WORK EXPERIENCE:

Customer Service Representative (2003 – Present)
Kohl's Department Stores, Green Bay, WI

- Provide efficient customer service and accurately manage register transactions
- Balance and reconcile daily cash receipts
- Assist with training new employees
- Employee of the Month, June 2005 and November 2007

ACTIVITIES:

- Student Senate, Northeast Wisconsin Technical College (2007-2008)
- Volunteer, Big Brothers Big Sisters of Northern Wisconsin (2006-2008)

REFERENCES:

Available upon request