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

Bachelor of Science/Arts in Major

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

PROFESSIONAL EXPERIENCE

The Exchange at Marian University

Resume & Cover Letter Development

- 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

Mock Interviews

- 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

Career Planning Assistance

- 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

Networking & Job Search Assistance

- 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

CO-CURRICULAR ACTIVITIES

Employer Visits, Presentations, & Recruiting Tables	2014-Present
Accounting Interview Day	<i>September 22, 2016</i>
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

Indianapolis, IN

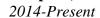
2014-Present

2014-Present

Indianapolis, IN

2014-Present

Indianapolis, IN



Indianapolis, IN *Intended Graduation: Month of 20##*

Indianapolis, IN

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

Marian University

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Scholarship Program (if applicable)

Start date-End date

Intended graduation: Month of 20##

Indianapolis, IN

- 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

Job title

- 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

Job title

- 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

Job title

- 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 Job title

- 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

Position or Leadership Role

- 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

City, State

Start date-End date

City, State

Start date-End date

Start date-End date

City, State

Start date-End date

City, State Start date-End date

City, State