

# ON-CAMPUS STUDENT EMPLOYMENT RESUMES

To view our resume writing guide, go to <http://www.uwgb.edu/careers/skills/resumes.asp>. The following resume samples are the format suggested when applying for on-campus positions. Some things to consider include:

- 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, you can include your high school education and activities. If you are a continuing student, then consider the sample on the back side of this sheet.

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

*phoenixjb@uwgb.edu*

#### Permanent Address

1234 Any Street  
Milwaukee, WI 53202  
(262) 555-XXXX

#### OBJECTIVE:

To obtain an on-campus position. Work-study eligible.

#### EDUCATION:

**University of Wisconsin- Green Bay**, Green Bay, WI  
Bachelor's Degree, Expected Graduation May 20XX  
Major in Urban and Regional Studies, Minor in Spanish

**East High School**, Milwaukee, WI  
High School Diploma, June 20XX  
Cumulative GPA: 3.4/4.0

#### SKILLS:

- Effective customer service and communication skills
- Hard worker, committed to meeting deadlines
- Familiar with various Microsoft programs such as Word, Excel and Access
- Attentive to detail and very conscientious

#### WORK EXPERIENCE:

**Crew Member**, May 20XX to Present  
McDonald's, Milwaukee, WI

- Assist customers with menu selections
- Balance and reconcile daily cash receipts and transactions for crew stations
- Maintain a clean work environment

**Childcare Provider/Babysitter**, 20XX to 20XX

Various Families in Milwaukee, WI

- Provided care for children ages 2 to 10
- Completed American Red Cross Certification class

#### ACTIVITIES:

Student Council Member, East High School, 20XX to 20XX  
Member, National Honor Society, East High School, 20XX to 20XX

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

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#### OBJECTIVE:

To obtain an on-campus position. Not eligible for work-study.

#### EDUCATION:

**University of Wisconsin- Green Bay**, Green Bay, WI  
Bachelor's Degree, Expected Graduation May 20XX  
Major in Business Administration, Minor in Spanish

**Northeast Wisconsin Technical College**, Green Bay, WI  
Associate's Degree, May 20XX

#### 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**, May 20XX – 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 20XX and November 20XX

#### COMMUNITY INVOLVEMENT:

**Volunteer**, Habitat for Humanity, 20XX – Present

- Participate in various builds throughout the Green Bay area
- Sell donated materials at the Habitat's ReStore to support construction of homes

**Volunteer Mentor**, Big Brothers Big Sisters of Northeastern Wisconsin, 20XX-20XX

#### REFERENCES:

Available upon request

**View additional resume resources and samples on our website at  
<http://www.uwgb.edu/careers/skills/resumes.asp>**