

Developmental Experience & Early Career Résumés

I have very little work experience. How do I get started? If you have little (or no) work experience, do not worry! There is still much you can show on your resume as you apply for early experiences. If you've worked in entry level food service, retail, landscaping, delivery, etc. roles, there are plenty of valuable skills that are transferrable when you are looking to apply for an internship. You have likely also completed a number of course projects that may have honed relevant skills. As well, do not discount the skills you may have learned in student organizations, through volunteer work, or other extracurricular activities. Below are some sections to consider adding to your resume in place of professional experience.

Relevant courses

- Any courses in your major that may be related to the job or internship you're applying for. Make sure to write out the entire course title. Do not include the course code or number. Potential employers are not familiar with Kent State's internal course naming systems. If the course title does not clearly articulate the focus of the course, add a short explanation or include additional brief details in parentheses.
- We suggest formatting your relevant courses as a comma separated list (see example resume below). This saves on space, taking up less vertical room than a bulleted list.

Course projects

- This section can be titled in several different ways, however, make sure there is a clear distinction between your unpaid, course projects and any work experience.
- Write these experiences out with bullet points like you would a regular job experience. Include the course title. No need to include the exact dates of the project, but you can include these, especially if the project was completed over the course of several weeks.
- If you worked in a group, make sure that is noted in one of your bullet points. Working in teams is always a valuable experience. If you had a specific role on your team, indicate that.

Extracurricular experiences

- If you've joined any student organizations on campus that are relevant to your overall career goals, include these on your resume! Example: KSU Accounting Association.
- Indicate your level of membership – if you held a leadership role such as President or Treasurer, include this. If you helped plan events or other initiatives, note this.
- Depending on your level of involvement, include a short blurb or a few bullet points/impact statements describing your experience.
 - **TIP:** do not include less relevant student organizations, especially if you did not hold a leadership role. That space can be better used on your resume for more relevant experience.



How can highlight unrelated work experience?

- **Hard vs. soft skills**

- Hard skills are technical or measurable. These are skills like software or languages. Hard skills are best demonstrated in a Skills section (see the example below.) They may include any coding languages you are familiar with, programs such as Microsoft or Adobe products, or any spoken languages like French or Spanish.
- Soft skills are difficult to quantify. These are skills like teamwork, communication, organization, time management, etc. Soft skills can be demonstrated through your experience impact statements. Consider what soft skills are noted in the job description, and see how you can work these into your impact statements.

- **Refining impact statements**

- Impact statements are the bullet points under each experience. Our “Résumé: Impact statements” tip sheet can guide you through crafting these statements to show your skills.
- You can write impact statements for any work or project experience. Consider the transferrable skills. For example, as a cashier, you would manage money and customer interactions. How can you show employers your customer service skills made you a stronger candidate?

What if my internship experience is my only experience?

That’s okay! Work on developing your impact statements regarding your internship experience to ensure your skills and experience are being highlighted as best as possible.

Recruiters are most interested in your measurable, demonstrated skills and experience. These are most important to highlight.

See the example developmental resume on the next page for ideas on how to structure and articulate your early career experiences.



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EDUCATION

Bachelor of Business Administration
Kent State University
Major: Finance

Expected Graduation: May 2023
Kent, Ohio
GPA: 3.91

SIGNIFICANT COURSEWORK

Exploring Business, Principles of Microeconomics, Introduction to Human Communication, Introduction to Computer Applications, Entrepreneurship, Business Finance, Intermediate Investments, Financial Modeling

SKILLS

- Software: Microsoft Office, Word, Excel, and Power Point. Adobe Photoshop and Acrobat. Beginner experience with Tableau.
- Beginner HTML and CSS.
- Languages: Spanish (beginner), English (fluent).

WORK EXPERIENCE

Sheetz, Kent, OH

August 2020 – March 2022

Cashier

- Provided customer service by taking customer orders and answering customer questions at the register.
- Supported the kitchen team by assisting with food orders and taking drive-thru orders.
- Ensured store adhered to safety standards by working with my team to clean, organize, and maintain the store.

DEVELOPMENTAL EXPERIENCE

Group Project, *Financial Modeling*

April 2021

- Worked with a team of 4 peers to analyze financial data from a real-world mortgage company.
- Served as team secretary, ensuring notes were taken accurately and distributed so all team members had access to information.
- Designed and implemented new automated processes for data analysis via Excel.
- Created financial models and presented to “executive board” of staff using Tableau, suggesting new ways to more efficiently allocate assets.

LEADERSHIP EXPERIENCE

Sigma Phi Epsilon Ohio Lambda, Kent, Ohio

October 2021 – present

V.P. of Finance

- Managed over \$30,000 worth of assets for organization events and projects.
- Created organizational budgets and schedules, completing payment plans and collecting member dues.
- Utilized leadership abilities to run the chapter by keeping all finances organized and appropriately distributed.



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For more information:
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