

CAREER SERVICES

NEWSLETTER

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POP-BY RESUME REVIEWS

WED., SEPT. 20, 2023
1-3PM | UC 225



FOUR FALL CAREER FAIRS

Students seeking co-ops/internships or full-time positions should plan to attend one (or more) career fair this fall. See website for details.

Meet the Firms (Accounting only)

Fri., September 15, 2-4 p.m., SU Ballroom

STEM-Health Career Fair (All majors welcome)

Wed., September 27, 2-5 p.m., SU Ballroom

Career Connections (Business-focused; all majors welcome)

Thurs., September 28, 2-5 p.m., SU Ballroom

Nonprofit-Criminal Justice-Gov't Career Fair (All majors welcome)

Wed., November 1, 2-5 p.m., SU Ballroom

WHAT TO BRING TO A CAREER FAIR

In addition to copies of your resume, your All Card, and professional attire, think about the energy you want to bring with you. Bring an open mind and a confident spirit to the career fair and stand out from the rest by embracing what is unique about you.



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HOW TO DEMONSTRATE KNOWLEDGE/SKILLS/EXPERTISE WITHOUT JOB EXPERIENCE

BY: GRACE RILEY, PEER RESUME REVIEWER

There is a common misconception that you can only list paid experience on a resume. If resumes were just meant to showcase your employment history, then this might make sense; however, your resume should be a document which displays all relevant experience for whatever job, academic program, or internship you are applying for.

As students, it is unlikely that we have had a job in our career path, but we have probably taken a few classes or participated in projects/extracurricular activities related to our field. There are two resume headings that can demonstrate this.

Related Courses

This serves as a subsection within your education. Here, you can list out the full name (not the course code) of a few classes you have taken related to your field.

Here is an example:

EDUCATION

Northern Kentucky University
Bachelor of Social Work
Expected May 20XX

Related Courses:

Social Organizations,
Community Organization,
History of the American
Family, Child Development,
Sociology of Education, Social
Welfare Policy

Related Experience

Here, you can list anything from jobs, to extra-curriculars, to volunteer experiences related to your field. One of the most helpful ways to use this section is by adding class projects.

Here is an example:

RELATED EXPERIENCE

Marketing Research Project,
Florence Mall, Marketing
Research Class, Fall 20XX
·Collected and analyzed data,
designed promotion,
recommended short- and
long-term management
strategies.
·Performed marketing
research for mall manager in
order to expand target
segments for semester-long
project.

See our [Resume Preparation Guide](#) and sample resumes for more examples and suggestions on how to create a resume that best reflects your qualifications. Email us at resumehelp@nku.edu for resume reviews, or schedule an appointment using Handshake.

HOW TO JOIN HANDSHAKE

Every NKU student has a Handshake account already; just use your NKU credentials to login: nku.joinhandshake.com.



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