

Help, I don't have any experience!

Feel like you have nothing to put on your resume? Think again! Use the examples below to showcase your in-class experiences, volunteer/community involvement, or freelance opportunities.

In-Class Experience

You can include time in school on your resume. Use bullets to describe the skills gained while in your program; maybe they came from projects or assignments or have been developed through multiple classes. You want to demonstrate to a potential employer that you can do the job! So write your school experiences as if they were a job.

Sometimes you may want to describe your entire school experience in 1 entry. That is demonstrated in the two examples below:

Human Services Student Aug 2019-Present

Wake Technical Community College, Raleigh, NC

- Research and present statistics on teen opioid use and trends in prevention and interventions.
- Co-lead a 45-min psycho-education session on youth suicide and awareness for a 10-person group.
- Collaborate with Human Services Club to support foster children duffle bag packaging event.

Supply Chain Management Student Jan 2018-May 2020

Wake Technical Community College | Raleigh, NC

- Analyzed retail industry data to understand and improve supply chain process controls.
- Completed 16 case studies with industry applications to explore use of supply chain principles.
- Developed and implemented strategies to support adjustments/negotiations as needed.
- Worked with diverse teams across functions and cultures to accomplish assignments.

Other times, you may want to highlight a single project or course you completed. This can help to drill into specifics and gives an opportunity to further demonstrate key industry knowledge. Multiple projects or class entries are fine.

NCHHS Website Redesign 10/2020

Wake Technical Community College

- Optimized state childcare website by restructuring site organization and customizing CSS styles.
- Utilized responsive design best practices to develop more mobile-friendly website interface.
- Enhanced online usability by simplifying site navigation and eliminating broken links and on-page clutter.

“Arachnophobia: Impairment Case” 10/2020

Wake Technical Community College

- Collaborated with a four-person team on FASB Accounting Standards codification.
- Determined classification, proper handling of impairment, and assessed impaired land value.
- Researched and documented factual findings for submission.

Freelance/Community Involvement

For freelance/community involvement, we want to be mindful that how we are stating things is clear and honest. Were you paid for your work? Then maybe we call it a contract position. Was the work unpaid? Let's call you a volunteer or say it was a "Freelance Project". Still include dates/timelines.

Help your neighbor build a website? Troubleshoot AV/IT issues at your church?	Tech Support (Volunteer), Catholic Diocese of Raleigh, NC • Provided technical support for hardware, software, and cloud based computing issues. • Increased troubleshooting skills and strength in communicating updates to customer. Gained knowledge of (<i>specific programs, issues, etc.</i>)
Do you help your family with their small business? Order supplies, update accounts, process payments?	Administrative Support, Ocasio Realty, Garner, NC • Support 500k business operations by overseeing supply inventory, document updates, and scheduling logistics. • Ensure accuracy of listing information via computer system. • Conduct local market research and collaborate with 5-person team focused in maintaining client satisfaction.
Do you organize activities for your kids? Volunteer with PTA, their sports teams, etc.?	Freelance Project Management, Raleigh SoB, NC • Organize annual ballet showcase bringing in \$10k+ in donations and financial support. • Schedule 15-20 volunteers, providing training and onboarding to support their roles. • Maintain vendor relationships and process facility usage agreements, costume orders, while maintaining event budget.