

# O'NEILL CAREER HUB

When applying for jobs and internships, you may downplay your university involvement, when it is equally as important as our retail, restaurant, or internship experience. Capitalizing on what IU has to offer is a great way to gain professional experience. There are several ways to get involved at IU, whether it is through campus jobs or student clubs & organizations. Your university job, Greek life executive position, club president role, and even class projects are all great examples of involvement that can segue way into an internship or job.

When highlighting your experiences, you may be struggling to find the best way to illuminate your amazing involvement. Lucky for you, I have several examples of how other O'Neill and non-O'Neill students have marketed their IU experiences.

## I. EXAMPLE RESUME HEADERS:

- Professional Development Experience
- University Involvement
- Leadership & Involvement
- Indiana University Experience
- Advocacy Experience
- Team Experience

## II. STUDENT ORGANIZATIONS AND CLUBS

### **Indiana University Student Government**

#### *Election Commission:*

- Author a 5-page amicus Curiae brief for an IU Student Government Court case, utilizing experience gained as a commissioner to advocate for marginalized students on campus

#### *Congressional Secretary*

- Facilitate discussion between the Student Body Congress and the Executive Branch regarding campus concerns

### **Greek Life Chapter**

#### *Vice President of Standards*

- Formulate mediation and arbitration for all chapter misconduct hearings on a basis of alleged violations of the chapter code of conduct, supervising a council of 3 representative members for adjudicative purposes

## **Women in Government**

### *Co-President*

- Plan professional development and social events to educate and empower women to be involved in public service.
- Correspond with university staff and fellow student leaders to coordinate relevant speakers and develop engaging opportunities for students.

### *Director of Marketing*

- Design social media content, informational graphics, and apparel to promote club fundraisers and events.
- Created monthly newsletter to advertise relevant programs and provide content recommendations.

## **Civic Leaders Center**

### *Mentor*

- Lead a committee of 12 students, directing video projects, setting meeting agendas, and running social media
- Mentor 100 first-year students on event organization and policy analysis to aid their transition to college

## **Funding Board**

### *Director*

- Author and propose 20 new by-laws for the organization to ensure the Funding Board operates at the highest degree of efficiency

## **Alpha Phi Omega**

### *Director of Communications for Active Chapter*

- Develop and sustain a weekly newsletter to effectively communicate to the 100-member chapter
- Partner with 12 fellow executive members to obtain relevant and important information to include in the email

## **III. JOBS**

## **O'Neill Undergraduate Programs Office**

### *Undergraduate Engagement Coordinator*

- Plan innovative student involvement activities to foster collaboration for undergraduate students at the O’Neill School of Public and Environmental Affairs

## **O’Neill Career Hub**

### *Peer Educator*

- Guide 5+ undergraduate students per shift with resume help, interview preparations, and cover letters to foster professional development

## **Residential Programs and Services**

### *Resident Assistant*

- Administer information concerning the rules, guidelines, and residential life educational outcomes to residents through programming, informative bulletin boards, and open discussions

## **O’Neill School**

### *Research Assistant:*

- Lead recruitment, conducted eligibility screens and obtained informed consent of participants to initiate intervention studies designed by clinical psychologist Dr. Michelle Miller

### *Undergraduate Teaching Assistant*

- Construct law and health policy assignments to teach legal writing and economic studies
- Utilize Microsoft Word and Microsoft Excel to document student attendance for professor records

## **Writing Tutorial Services**

### *Writing Adviser*

- Read and advises 3 student essays per shift to provide suggestions for improvement
- Maintain Excel spreadsheets and research databases to measure student improvement

## **IV. CLASS PROJECTS & PAPERS**

### Advocacy Paper: The Foster Care System

- Research 5 lawsuits and legislation to explain precedents within the foster care system and promote recommended policies for federal and state legislatures to create a better system

### Group Paper: Healthcare Devices

- Devise a 12-page paper with 5 other students to explain FDA policies and medical devices and promote ideas for healthcare managers

### **A NOTE FROM THE AUTHOR**

\*If you include past involvement that you are no longer participating in, make sure you use past tense verbs\*

Obviously, there are so many more experiences that IU has to offer in and out of the classroom, and there are endless ways to promote them! These examples are just to get your resume wheels turning. If you have any further questions about how to create a strong resume to highlight your campus involvement, make sure to stop by the studio!