

# Resume Help – Arts and Sciences UNDERGRAD Students

Arts and Sciences Center for Career and Professional Success  
 100 Denney Hall, 164 Annie & John Glenn Avenue  
[asccareerservices.osu.edu](http://asccareerservices.osu.edu)  
[asccareer@osu.edu](mailto:asccareer@osu.edu), 614-292-6961

Career Counseling and Support Services  
 2nd Floor Younkin Success Center, 1640 Neil Avenue  
[ccss.osu.edu](http://ccss.osu.edu)  
[sl-ccss@osu.edu](mailto:sl-ccss@osu.edu), 614-688-3898

Are You Preparing a Resume for a Job/Internship Application?

Yes

Work with the Writing Center on the effectiveness of the general content (e.g., How well does your resume describe your accomplishments? Are you using professional wording?)

Work with the Arts and Sciences Career Services Office on aligning your resume to employer expectations. Stop by during walk-in hours with a hard copy of your resume. You'll probably find it helpful to review the sample resumes at <https://asccareerservices.osu.edu/guides/resumes> beforehand.<sup>1</sup> An additional resource for resume help is Career Counseling & Support Services.<sup>2</sup>

No

Do you need a resume for grad school or professional school applications?

Yes

Work with the Writing Center on the effectiveness of the general content (e.g., how well does your resume describe your potential to complete an advanced degree?)

Additional assistance is available from Career Counseling & Support Services.<sup>2</sup>

Work with the Arts and Sciences Career Services Office on aligning your resume to employer expectations. Stop by during walk-in hours with a hard copy of your resume. You'll probably find it helpful to review the sample resumes at <https://asccareerservices.osu.edu/guides/resumes> beforehand.<sup>1</sup> An additional resource for resume help is Career Counseling & Support Services.<sup>2</sup>

No

Do you need a resume for a career fair or networking event?

No

Do you need a resume for a course assignment?

Yes

Work with the Writing Center and/or Career Counseling & Support Services to create a **general** resume. When you are ready to start applying for internships or other types of resume builders, work with the Arts and Sciences Career Services Office to learn how to create a **targeted** resume.

Yes

No

Please email the Arts and Sciences Center for Career and Professional Success at [asccareer@osu.edu](mailto:asccareer@osu.edu) to describe the type of resume you need. A staff member will contact you with a referral.

[1]- When reviewing your resume, the Arts and Sciences Career Services staff can also assist by checking your document for typos and unclear wording as well as suggesting ways to describe the skills you are gaining through your coursework and co-curricular activities.

[2]- Career Counseling and Support Services (CCSS) can assist you with all phases of resume development, from getting started with the writing process to reviewing an existing resume. If you are developing a resume to use for graduate or professional school applications, CCSS can also assist you with other application steps including creating a timeline for applying, deciding upon programs to apply to, and preparing a personal statement.