

Student Life - Student Worker Position

What You Need to do to Apply

Step One:

VIEW THE JOB POSTINGS for Student Workers at: <http://www1.ben.edu/about/employment/>

Step Two:

STOP BY THE CAREER DEVELOPMENT Office in Krasa 010 Lower Level or call 630-829-6040 or email John Darnell at jdarnell@ben.edu to schedule an apt. with a Career Development Advisor for a Resume Review.

Step Three:

PUT TOGETHER A DRAFT RESUME (Please use the samples provided as a guideline for your resume). See the link provided for samples. Pay special attention to the format and layout of each of the resume samples. Look at the do's and don'ts of resume writing and add some action verbs that are provided for you on page 10.

http://www.ben.edu/student_life/career_development/student_alumni/upload/Resume-Writing-for-Undergraduate.pdf

IMPORTANT!

DON'T USE A TEMPLATE from the internet, Microsoft Word, copy/paste from another resume. We want to make sure you have one standard resume that you can use for jobs not only on campus, but outside of the campus and as an Alumnus. Most resumes need to be uploaded electronically and templates can cause serious conversion problems when an employer attempts to review your resume. It is better to play on the side of caution and **DON'T USE A TEMPLATE!** Start from scratch and use a plain Word Document. Use **STANDARD** fonts, **STANDARD** bullets (no fancy stars or check marks), don't use font size smaller than 11.

Step Four:

E-MAIL YOUR RESUME to your Career Development Advisor once you have completed a draft of your resume using the above samples and packet suggestions.

1. Don't forget to add in the Subject Heading of your e-mail "Student Life Resume Review"
2. Attach the link for the specific job(s) you would like to apply for. Include date/time of your appointment.

Step Five:

MEET WITH YOUR CAREER DEVELOPMENT ADVISOR. Your Career Development advisor will submit the final version of your resume to the Higher Manager. The Hiring Manager will contact you if they want to schedule an interview.