

Resume Advice for College Student Personnel Graduate Program Applicants

Please note: Do not copy these examples verbatim. Use them as inspiration to craft your own statements, tailored to your unique experiences, accomplishments, and activities. Be specific about what you've done. For instance, expand upon this statement, "Resolved last-minute logistical challenges during a 200-person event," by describing what those challenges were and how you solved them. Highlight the details that make your contributions and achievements stand out!

<p><u>Highlight Leadership Skills</u></p> <p>Show how you've taken initiative, made decisions, or guided others - skills essential in student affairs roles.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Times you led a team or group. • Positions where you were responsible for planning or decision-making. • Opportunities where you inspired collaboration or resolved conflicts. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Ran meetings for my club. <p>Try:</p> <ul style="list-style-type: none"> • Led weekly meetings for a 20-member club, setting agendas, coordinating events, and fostering collaboration.
<p><u>Showcase Mentorship and Advising Experience</u></p> <p>Student affairs involved supporting and advising students. Highlight moments where you guided others academically, socially, or professionally.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Tutoring or mentoring peers. • Providing guidance to younger students, colleagues, or new team members. • Helping others navigate challenges or transitions. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Helped students adjust to college. <p>Try:</p> <ul style="list-style-type: none"> • Mentored 10 first-year students, providing academic and personal support to ease their transition to campus life.
<p><u>Frame Event Planning as Program Management</u></p> <p>Planning events or programs directly aligns with managing student activities or campus events.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Events you organized, even in non-campus settings (e.g., work, community, school) • Roles where you handled logistics, promotion, or participation 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Planned volunteer projects. <p>Try:</p> <ul style="list-style-type: none"> • Organized a campus volunteer day for 150+, handling logistics and promotions to increase turnout.

<p><u>Demonstrate Community Engagement</u></p> <p>Community-building is at the heart of student affairs. Highlight experiences where you brought people together or made an impact.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Volunteer work or service projects. • Initiatives that built inclusivity or supported underrepresented groups. • Efforts to engage with diverse populations. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Volunteered at the food drive. <p>Try:</p> <ul style="list-style-type: none"> • Organized a food drive that collected 500+ items, engaging students and fostering community involvement.
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<p><u>Emphasize Communication Skills</u></p> <p>Effective communication is key for advising students, presenting workshops, and collaborating with teams.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Public speaking or presenting experience. • Writing or creating materials • Roles where you mediated or resolved conflicts. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Presented at club meetings. <p>Try:</p> <ul style="list-style-type: none"> • Delivered biweekly presentations to 30+ members, improving engagement through clear communication and interactive discussions.
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<p><u>Relate Customer Service or Administrative Roles to Student Affairs</u></p> <p>Roles in customer service or administration often translate to advising, office management, or supporting student success.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Jobs where you handled inquiries, managed schedules, or supported others. • Experiences where you resolved issues or provided solutions. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Worked at a coffee shop. <p>Try:</p> <ul style="list-style-type: none"> • Provided exceptional customer service to 50+ patrons daily, fostering a welcoming environment and resolving concerns efficiently.
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<p><u>Include Research and Assessment Skills</u></p> <p>Student affairs often requires analyzing data and assessing programs. Highlight any experience collecting, analyzing, or presenting information.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Academic research projects. • Surveys or feedback collection you've been involved with. • Using tools like Excel or SPSS. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Completed a research project. <p>Try:</p> <ul style="list-style-type: none"> • Conducted a survey of 100 students on campus engagement, analyzing data to identify trends and recommend improvements.
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<p><u>Highlight Adaptability and Problem-Solving</u></p> <p>Student affairs often involves managing unexpected challenges. Show how you've been resourceful and adaptable in your past roles.</p>	<p>Areas to Think About:</p> <ul style="list-style-type: none"> • Times you have quickly adjusted to new situations. • Examples of solving problems or thinking creatively under pressure. 	<p>Examples</p> <p>Instead of:</p> <ul style="list-style-type: none"> • Handled unexpected situations. <p>Try:</p> <ul style="list-style-type: none"> • Resolved last-minute logistical challenges during a 200-person event, ensuring smooth operations and positive feedback.
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