

### **Resume and Application building tips from this course (INP 3004):**

Consider including learning/training/project experience from this course on your job resume or graduate school application. For example, here are some statements that might help describe your class performance and activities in a way that would be appealing to employers or graduate programs:

(Tailor any of these that are relevant to your own experience and place under a heading such as Job-Relevant, Practice-Relevant, or Research-Relevant Experience. Others may also be generated, depending on the experiences in your class section.)

#### **Job-Relevant or Practice-Relevant Experience:**

Worked in a five-person team to research, analyze, and present concepts such as Interview formats, Interviewer training, and Applicant Rating.

Developed a PowerPoint (or Prezi, etc.) presentation to deliver (in person or online) to a group of (put in class size) students and organizational representatives.

Evaluated (put in number) consulting group presentations and provided quality ratings of each.

Participated in (both face-to-face and) virtual groups with team members to discuss client needs and generate recommendations (regarding...) for practical application.

Worked with a team of (five or however many) other students to research, analyze and compile techniques for (doing what) in organizations. Presented a consulting project that included...

Participated in (both face-to-face and) virtual groups with knowledgeable others to discuss (what type of) concepts from Industrial/Organizational Psychology theory and generate practical applications for (named client and/or solving a particular problem).

Used (Group-Me, Google Docs, Skype, Qualtrics, Survey Monkey, other technological tools) to work asynchronously on a virtual team project that resulted in a (product produced) for (organizational client, if they agree to be named).

#### **Research-Relevant Experience:**

Conducted literature searches using the PsycINFO (and ABI/INFORM or other) databases.

Summarized and analyzed peer-reviewed journal articles on ....

Analyzed feedback from employees to...

**Example** of use on an actual resume from a student who applied to I/O Ph.D. programs and was admitted:

**Service Learning Project**

**August 2014-November 2014**

- Worked with a team of five other students to research, analyze, and compile techniques for improving employee absenteeism rates and the scheduling system in an organization (YMCA)
- Presented a consulting project that included methods for improving the scheduling system and proposed an implementation of an effective accountability system
- Conducted literature searches using the PsycINFO and ABI/INFORM databases
- Summarized and analyzed many peer reviewed articles on accountability systems and effective scheduling techniques