

## CEI Resume Bullet Points User Guide

This is **your source for resume language** that you, the CEI Intern or Advisor, can use to demonstrate what you have learned, accomplished, and achieved during and following your internship year.

This guide is meant to help you effectively **represent your experience** and it should be adapted to truly explain your work and accomplishments as a Campus Entrepreneur.

Below are a few recommendations for ways to use this tool to further your professional development and reconnect you with other CEI Advisors who are also applying for internships and jobs.

- This guide suggests an order to list the bullet points, but it is up to YOU, with the help of your supervisor, to decide what is most important to highlight.
  - This depends on the work you did throughout their CEI year, what you are applying for, etc.
  - Think about which **area you want to focus on in your resume**. Some students focus more on relationship building and others on launching initiatives, the choice is yours! (There are multiple skills and experiences listed for each focus).
- These bullet points are just the first step in the search for a job or internship! Equally as important is what you write in your cover letters about the experience and how you are able to articulate your experience in an interview.
- It is encouraged to **practice speaking about your CEI experience** in a mock-interview to help you feel comfortable speaking about the work you did and skills you utilized over the course of your internship.

If you have any questions, or would like additional assistance as you prepare your resume, please contact, Rachel Gildiner ([rgildiner@hillel.org](mailto:rgildiner@hillel.org)).