



University of Phoenix®
CAREER WITH CONFIDENCE™

Adding academic experience to your resumé

3 steps to include relevant coursework

As a current student or recent college graduate, you may lack work experience in the job position or industry that you are interested in. However, you can strengthen your resumé by emphasizing related coursework and student projects.

Hiring managers understand that entry-level employees may not have extensive career experience, so they will look to your academic experiences to help decide if you are a qualified candidate for the position.

In this guide...

YOU'LL LEARN HOW TO ADD ACADEMIC EXPERIENCE TO YOUR RESUMÉ

- 1 Highlight relevant courses**
- 2 Reference student projects**
- 3 Add internship experience**

1 Highlight relevant courses

INCLUDE ACADEMIC COURSEWORK RELATED TO THE POSITION

When creating a resumé, choose three to five courses that are most relevant to your career goals and list them in the “Education” section of your resumé. For example, if you’re applying for a position as a paralegal, highlight any classes you took related to law or politics.

Describe key concepts and skills you learned in each course. Many of your statements might begin with verbs like *studied*, *examined*, *completed*, *analyzed*, *learned*, *reviewed* or *researched*.

☰ Example of a format that conserves space:

Education

Bachelor of Science in Accounting – University of Phoenix
Phoenix, AZ | September 2021

Key Courses:

- **Principles of Accounting:** Learned how to analyze and compute depreciation and interest expenses to adjust year-end closing entries.
- **Contemporary Auditing:** Researched generally accepted auditing standards, Sarbanes-Oxley Act, sampling techniques and computer-assisted methods in auditing.
- **Managerial Accounting:** Examined managerial ratios under multiple business approaches, including contribution margin, break-even point, margin of safety and the degree of operating leverage.

☰ **Example of a format that conveys multiple learning activities from a single course:**

Education

Master of Science, Counseling: Clinical Mental Health Counseling
University of Phoenix, Phoenix, AZ | June 2021

Coursework Included:

- **Dependency and Addictions**
 - Learned fundamentals of relapse prevention model, stages of change and harm reduction approaches.
 - Deepened knowledge of dependency theories, major substances of abuse and co-occurring disorders.
 - Identified common motivational interviewing techniques used to build motivation for change.
- **Psychopathology – Advanced Clinical Assessment**
 - Studied general concepts of diagnosis, assessment and treatment planning.
 - Examined the DSM-5 diagnostic criteria with special focus on the complexities of personality disorders.



2 Reference student projects

HIGHLIGHT COURSE PROJECTS RELATED TO THE POSITION

Additionally, if you have completed any research projects related to your intended career, list these as well. Choose three to five of them and describe project activities that highlight relevant skills and concepts.

☰ Example of a format that conserves space:

Education

B.S., Information Technology: Advanced Software Development

University of Phoenix, Phoenix, AZ | July 2021

Student Projects:

- **Inventory Systems Analysis:** Analyzed user requirements and created a process map that visualizes workflows for computerized stockroom processes that enhance inventory control.
- **Java Inventory Program:** Coded inventory program in Java using the NetBeans IDE to create a simple graphical user interface (GUI) for viewing, adding, modifying and deleting items within the program.

☰ Example of a format that describes multiple activities for each project:

Education

Bachelor of Science, Industrial-Organizational Psychology

University of Phoenix, Phoenix, AZ | April 2021

Student Projects:

- **Training Development & Education**
 - Completed a SWOT analysis of a virtual organization and conducted a training needs assessment.
 - Designed several learning activities based on adult learning principles and experiential learning methods.
- **Job Analysis**
 - Led a 4-person virtual team to formulate a job analysis of a customer experience manager role.
 - Co-developed questionnaire and interview questions used to research the knowledge, skills and abilities required for the role and outline the essential job duties.

☰ **Example of a format that lists multiple projects under one general heading:**

Education

Medical Records Certificate

University of Phoenix, Phoenix, AZ | October 2020

Project highlights:

- Developed a medical compliance plan for a health care office.
- Created basic medical claims for reimbursement to demonstrate understanding of compliance standards.
- Completed claims processing forms with a focus on data entry and accuracy.
- Created newsletters that detailed different diseases affecting billing and coding procedures.



3 Add internship experience

HIGHLIGHT YOUR ACADEMIC INTERNSHIPS

It can also be beneficial to list relevant work experience have gained by completing an internship. Although not all university programs include or require internships, they are a great way to show employers that you are dedicated and eager to learn.

☰ Example of an internship experience incorporated in the “Education” resumé section:

Education

B.S., Correctional Program Support

University of Phoenix, Phoenix, AZ | October 2021

Internship Experience

Somewhere County | City, AZ | Victim Advocacy Intern

March 2021 – June 2021

- Gained broad understanding of support programs for victims and families of crime
- Provided emotional support and crisis intervention to assist in minimizing trauma and facilitating adjustment
- Interviewed and assessed the situation and established immediate safety plans, including securing emergency shelter and referrals to mental health agencies
- Educated individuals on the court system and restitution policies to help navigate the criminal justice system

☰ Example of an internship experience incorporated in the “Experience” resumé section:

Experience

Learning Tree Elementary School, Tempe, AZ
Student Teacher, July 2021 – October 2021

- Taught a third grade class of 24 students under supervision and direction of cooperating teacher
- Collaborated with teacher to create developmentally appropriate lesson plans and activities in math, science and language arts
- Applied numerous strategies to reinforce lessons after applied analysis of data regarding scaffolding, prior learning and differentiation needs
- Observed teachers to gain knowledge of best practices, and attended professional development activities
- Passed all state required exams and credential requirements



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