



SUA On-Campus Jobs: **REQUIRED RESUME WORKSHOP** for First-Time Applicants

All first-time applicants for on-campus jobs must attend one CDO *Required Workshop on Resumes and Cover Letters* and obtain a *Certificate of Completion*.

Dates and Times:

26 AUG, 2026 at 5:00-6:30 pm

16 SEPT, 2026 at 5:00-6:30 pm

Location:

Student Affairs Lobby (3rd Floor, Ikeda)

Registration:

Register to attend a workshop on the Sokannect app.

Before the Workshop:

- Download the First-Year Resume Template (scan QR)
- Complete a first draft of your resume

DOWNLOAD
SUA First-Year Resume Template

Scan me



At the Workshop:

- Arrive on time and sign in
- Bring your laptop
- Work on and finalize your resume draft

After the Workshop:

- Receive your Certificate of Completion after CDO approval
- Submit your certificate with your Workday on-campus job application

SUA CAREER DEVELOPMENT OFFICE (CDO)

Jonathan D. Wray - Director (jwray@soka.edu)

Alisa Proctor - Assistant Director, Internships (aproctor@soka.edu)

Young Choi-Plass - Career Counselor (ychoiplass@soka.edu)