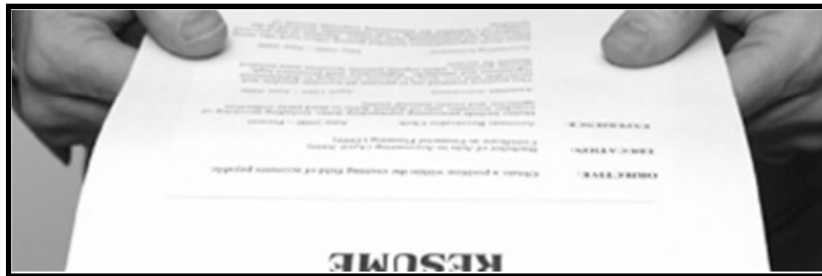


Guide to... Writing a Resume



**Dickinson College
Career Center**

WRITING A RESUME

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DON'T RUSH YOUR RESUME!!!

Writing a resume takes longer than you may think, so allow yourself plenty of time. Rushing may result in mistakes, such as misspelled words or grammatical errors, which could ultimately cost you the job.

WHY WRITE A RESUME

Your resume serves as an advertisement. It is used for the same purpose as television commercials and print ads: to sell a product. Only, in this case the product is you. By giving an employer your resume, you are essentially trying to sell yourself to that employer and should therefore draw attention to your strengths and skills and highlight your relevant experiences as they relate to the position for which you are applying.

Not only is the content of your resume important, but the way in which you organize your resume is as well. A television commercial is typically 30-60 seconds in length, therefore a company needs to figure out a way in which to make consumers want to buy their product in a very short amount of time. The same is true for a resume. Because of the large number of resumes an employer may receive, they are typically not going to spend much more than 30-60 seconds reviewing your resume. For that reason, you need to make it as organized, concise, and easy to read as possible.

GENERAL FORMATTING INFORMATION

Organization	Create a well-organized resume by using indentations beneath headings, bullet points to list information, bold or <i>italics</i> to highlight important information, and consistency in placement of information.
Page length	Your resume should be one page. Make sure that your resume is single-spaced . In general, college students do not have enough experience to justify two pages. If you feel like you simply cannot fit everything onto one page, please consult a career counselor for suggestions.
Font size	10 - 12 point
Font style	A professional style font is best, such as Times New Roman, Calibri, etc. Only use black text (be careful with colors or shading)
Margins	½" - 1" (should be uniform on all sides)
Paper	Select off-white, gray or white resume-quality paper. Print the document on a laser printer.
Resume templates	Avoid using a resume wizard or resume template. They typically do not allow you to change the format or even the names of your sections, and the advice they give is often incorrect. Also, a resume done in a wizard or template is easily recognizable and may even look the same as others sent in for the same position. Your resume needs to be YOUR resume.

MISCELLANEOUS INFORMATION

- **Relevance** – Your resume should focus on the job for which you are applying.
- **Honesty** – Do not exaggerate your experiences. Make sure that what you report is an accurate reflection of your experiences. Also, if you need to create a job title because you did not have an official title at your place of employment, contact your employer to verify that the title you have created is appropriate.
- **No Spelling Errors** – Make sure you read over your resume carefully. Do not rely on spell-check!! It also helps to have someone else read it over because they may catch something you have missed. It is important to have a Career Counselor or Career Coach review your resume as well. If an employer notices a misspelled word in your resume, they are probably going to assume that you do not take the time to check your work.
- **Be Aware of Your Audience** – There are a few involvements and experiences that appeal to some employers but not to others, including belonging to religious, political, and/or Greek organizations. The decision about whether or not to include those involvements on your resume is up to you. Some people decide to include the information, but to write it in a way that is less specific. For example, if you are applying to work for an organization known to be conservative, you may want to list your experience with the College Democrats/Republicans as “managed a campus political organization.”
- **Limited High School Information** – If you are a junior or senior in college, there is no need to include high school education information on your resume. *The exceptions to this are as follows: you went to a well-known private school, you plan to apply for a teaching or coaching position at a school in your school district, and/or you were valedictorian of your class.* Activities in which you participated while in high school and/or work experiences you had while in high school can be included if they are related to your field of interest (for example, if you are interested in journalism and worked on your high school’s newspaper). *High school information is okay to include on your resume if you are a first-year student or sophomore because you may not yet have a significant amount of college experience.*
- **Action Verbs** – You should use action words to describe your various job duties, such as “trained” or “conducted.” Avoid passive phrases, such as “was responsible for.”
- **Abbreviations** – Avoid abbreviations that are not well known. Abbreviations that are well known (such as the company IBM) are okay, as are abbreviations of states.

THE THREE C’s RULE

As you write and review your resume, remember the Three C’s Rule — **Clear, Consistent, Concise**. You are likely forwarding this to someone who knows little about you. Your resume should answer questions, be aesthetically pleasing, follow the same format throughout, and succinct.

COMPONENTS OF A RESUME

There can be many components to a resume. Not everyone will have the same information in their resumes. Some students may have Volunteer Experience while others may have Honors. Some may have both Volunteer Experience and Honors. There are, however, **three major components that will be included in every person’s resume**: the heading, the education section, and the experience section.

The Heading: This section contains your name, address(es), phone number, and your Dickinson e-mail address (do not use an unprofessional e-mail address). How you decide to arrange your heading may depend on how much space you have in your resume or what arrangement you think looks the best. Below are some examples.

Option #1

Name
E-mail Address,
Phone Number

Address until May 2010
Street Address
City, State, Zip

Permanent Address
Street Address
City, State, Zip

Option #2

Name
Street Address
City, State, Zip
Phone Number
E-mail Address

Option #3

Street Address
City, State, Zip

Phone Number
E-mail Address

Option #4

Name
Street Address, City, State, Zip
Phone Number • E-mail Address

The Education Section: For most college students, the education section will come before the experience section on your resume because at this point in time it is your strongest selling point. When you have been out in the working-world for several years and have solid related experience on your resume, your education section can come after your experience section. Your education section should include the name of your college, your degree, your major (in bold if related to your field of interest), and your graduation date. An education section may also include related courses, study abroad*, research experience, GPA (if it is a 3.0 or higher), and honors. A sample education section is below.

Dickinson College, Carlisle, PA
Bachelor of Arts, expected May 2013
Major: Psychology, Minor: Sociology
Cumulative GPA: 3.6/4.0, Major GPA: 3.8/4.0
Honors: Dean's List all semesters
Benjamin Rush Scholar
Psi Chi Psychology Honor Society

*If you are looking to go into a career that is internationally based, you may want to emphasize your study abroad experiences by taking them out of the Education section and placing them in their own section entitled International Experience.

The Experience Section: The experience section is the most time-consuming part of the resume. Two important factors must be considered: the resume format and relevance to the job for which you are applying.

The best way to begin your experience section is to forget about the resume. Get several pieces of paper and at the top of each page write one experience (internship, job, volunteer experience, etc.) you have had and list everything you did during that experience. Do not worry about whether or not that task was important or relevant, just list it. Once you have all of the basic information, you start formatting for the resume.

There can be more than one experience section—for example, you could have an Internship section and Additional Experience section, or you could have International Experience, Research Experience, and Volunteer Experience sections. For instance, if you are looking to pursue a teaching career, you could have a Teaching Experience section, which would include student teaching experience, tutoring, etc.; a Related Experience section, which would include any experience working with children, such as being a camp counselor; and an Additional Experience section, which would be any of your remaining experiences, such as working at a retail store.

Basic Guidelines for Experience Sections

- List the *general information about each experience*: the organization name, location of organization, position(s) held, dates of employment.
- List each experience in *reverse chronological order* (most recent experience within each section first, working your way back in time).
- Under each experience, *list the functions performed*. Focus your descriptions on the job for which you are applying. You do not need to include every single job task. Include the most relevant ones and also ones that you can write about in a way that makes them applicable to the job for which you are currently applying. Also include duties that show you were entrusted with responsibility. Remember to **use action verbs** when describing your duties. A list of action verbs is provided later in this book.
- Use numbers to explain and quantify your work, particularly if the figures are impressive. For instance, instead of saying “Trained employees,” say “Trained 10 employees.” Or, instead of saying “Managed budget,” say “Managed budget of \$10,000.”

Additional Sections

There are several other sections you may want to consider including in your resume. (Please refer to the sample resumes for examples on how to format each of these sections). They include:

- **Objective** – An objective is optional. If you decide to include it, it should be specific to what you are looking for and what you can offer. For example: “An entry-level position in the non-profit sector, focusing on women’s rights and advocacy.”
- **Summary or Strengths** – Some people choose to use a strengths or summary section instead of an objective. In this section you summarize why you are qualified for the position. You should hit on main points that you will discuss in more detail later on in the resume. Make sure to list your foreign language abilities. For science majors, you may want to list the scientific equipment and/or laboratory techniques with which you are familiar.
- **Leadership** – A leadership section looks great on a resume. If you have been more than just a member of an organization(s), you should include it in a leadership section. You should organize your Leadership section very much like you did your experience section.
- **Activities or Campus Involvement** – If you have not had a leadership position in an organization(s) but have been involved in many organizations/on-campus activities and involvement, you should still include them in your resume. An activities section shows the employer that you are well-rounded.
- **Community Service/Volunteer Experience** – This is a great section to include on your

resume because it shows that you are motivated and that you care about your community and the world in which you live.

- **Computer Knowledge** – Even though nearly everyone is familiar with Microsoft Word, you should still include it on your resume. Also include any other programs with which you are proficient (PowerPoint, Excel, Adobe Photoshop, etc.). If you do not consider yourself proficient, do not include it on your resume, this is especially true for Excel. There is no need to include Internet or E-mail in the computer skills section.
- **Related Coursework** – This is a great section to have if you do not have much related experience to include on your resume. At the very least you can show the employer that, although you may not have related experience, you do have knowledge of the field.

WHAT NOT TO INCLUDE ON A RESUME

There are some things that you should never include in your resume, such as:

- A picture (unless you are creating an actor's resume)
- Your social security number
- Your birthdate
- Your marital status
- Your height and weight (unless you are creating an actor's resume)
- The words "I", "my", or other first-person writing (i.e. "I was responsible for...")
- Full sentences or full paragraphs—use bullets or sentence fragments instead
- References, or even a line saying that that are available upon request

WRITING A RESUME FOR AN INTERNSHIP

Many students find it difficult to write a resume for an internship because they do not believe that they have enough experience. Remember, one purpose of an internship is to gain experience and build up your resume, so do not worry if you do not have a lot to include. Generally, you can follow the guidelines in this book.

If you are not yet a senior, it is okay for you to include high school information *if relevant*. Many students include a related coursework section on a resume for an internship, particularly if they do not have much work experience. Including those sections will help to make you more marketable to a potential internship site and they will also help you to have a full-page resume.

ACTION VERBS

Abstracted	Advertised	Appointed	Assured
Accomplished	Advised	Appraised	Attained
Accounted for	Advocated	Approached	Audited
Achieved	Affected	Approved	Augmented
Acquired	Aided	Arranged	Authorized
Acted	Allocated	Ascertained	Automated
Adapted	Analyzed	Assembled	Awarded
Addressed	Answered	Assessed	Balanced
Administered	Anticipated	Assigned	Bolstered
Advanced	Applied	Assisted	Briefed

Brought	Delegated	Expressed	Lectured
Budgeted	Demonstrated	Extracted	Led
Built	Designed	Facilitated	Leveraged
Calculated	Detailed	Familiarized	Listened
Cared	Detected	Filed	Located
Catalogued	Determined	Financed	Logged
Chaired	Developed	Formed	Maintained
Charged	Devised	Formulated	Managed
Checked	Diagnosed	Fostered	Manipulated
Clarified	Differentiated	Founded	Marketed
Classified	Directed	Gained	Mastered
Closed	Discovered	Gathered	Maximized
Coached	Dispatched	Generated	Mediated
Collaborated	Dispensed	Governed	Mentored
Collected	Displayed	Grouped	Merchandised
Comforted	Dissected	Guided	Minimized
Communicated	Disseminated	Handled	Moderated
Compared	Distributed	Headed	Modified
Compiled	Diverted	Helped	Monitored
Completed	Documented	Hired	Motivated
Composed	Drafted	Identified	Narrated
Computed	Earned	Illustrated	Negotiated
Conceived	Edited	Imagined	Notified
Conceptualized	Educated	Implemented	Observed
Conciliated	Eliminated	Improved	Obtained
Condensed	Empathized	Improvised	Offered
Conducted	Employed	Inaugurated	Opened
Conferred	Enabled	Incorporated	Operated
Constructed	Enacted	Increased	Ordered
Consulted	Enforced	Indexed	Organized
Contracted	Enhanced	Indicated	Originated
Contributed	Enlarged	Influenced	Overcame
Controlled	Enlightened	Informed	Oversaw
Converted	Enlisted	Initiated	Packaged
Convinced	Ensured	Innovated	Packed
Cooperated	Established	Inspected	Participated
Coordinated	Evaluated	Installed	Perceived
Corrected	Equated	Instituted	Perfected
Correlated	Examined	Instructed	Performed
Corresponded	Exceeded	Integrated	Persuaded
Counseled	Excelled	Interpreted	Pinpointed
Created	Exchanged	Interviewed	Pioneered
Critiqued	Executed	Introduced	Planned
Cultivated	Expanded	Invented	Practiced
Debated	Expedited	Investigated	Predicted
Decided	Experimented	Judged	Prepared
Decreased	Explained	Launched	Presented
Defined	Explored	Learned	Presided

Prioritized	Referred	Secured	Systematized
Problem-solved	Refined	Selected	Tabulated
Processed	Regulated	Served	Taught
Produced	Reinforced	Set	Theorized
Programmed	Related	Shaped	Tested
Projected	Renewed	Simulated	Trained
Promoted	Reorganized	Sold	Transformed
Proposed	Repaired	Solicited	Transcribed
Protected	Reported	Solved	Transferred
Proved	Repositioned	Sorted	Translated
Provided	Represented	Specialized	Treated
Publicized	Researched	Sponsored	Trimmed
Purchased	Reshaped	Standardized	Tutored
Queried	Responded	Stimulated	Unified
Questioned	Restructured	Strengthened	United
Rationalized	Resolved	Stressed	Upgraded
Reasoned	Retained	Structured	Used
Received	Revamped	Studied	Utilized
Recommended	Reviewed	Substantiated	Validated
Reconciled	Revised	Summarized	Verified
Recorded	Revitalized	Supervised	Visualized
Recruited	Revived	Supported	Won
Rectified	Scanned	Surpassed	Worked
Re-designed	Scheduled	Surveyed	Wrote
Reduced	Searched	Synthesized	

EXAMPLE RESUMES

The following pages include example resumes. Each is a bit different in terms of format and content. Use these example resumes to help guide you in creating your own.

Dean Alexander

abcdefg@dickinson.edu
123-456-7890

Current Address: Dickinson College/HUB #0000, Carlisle, PA 17013

Permanent Address: 123 Main Street, New York, NY 11226

- EDUCATION** **Dickinson College**, Carlisle, PA
Bachelor of Arts, expected May 2015
Intended Major: Psychology
- Edward R. Murrow High School**, Brooklyn, NY
Advanced Regents Diploma, June 2011
- HONORS** Posse Foundation Full-Tuition Leadership Scholarship (2011-2015)
President's Award for Educational Excellence (June 2011)
College Board AP Scholar with Honor (July 2010)
- RELATED COURSES** Critical Reasoning Design of Psychological Research
Psychopathology Psychology of Women & Gender
Intermediate Spanish Intro to Cross-Cultural Psychology
- EXPERIENCE** **Flagstone Family Center**, Brooklyn, NY, Jul 2010-Aug 2010
Office Assistant
- Coordinated and filed approximately 200 closed cases
 - Answered phones and connected clients to caseworkers
 - Assisted with printing and collating of copies
- Edward R. Murrow High School**, Brooklyn, NY, Sep 2009-Jun 2010
Library Assistant
- Interacted with various types of customers at information desk
 - Supervised and organized a team of five with cataloguing books
 - Monitored computer room facilities to ensure rules were followed
- Edward R. Murrow High School**, Brooklyn, NY, Oct 2008-Jun 2009
English Teacher's Assistant
- Collaborated on lesson plans and class activities for over 30 students
 - Evaluated and graded homework assignments and projects
 - Ensured delivery of interdepartmental mail
- ACTIVITIES** ***Member***, Fencing Club (2010-Present)
Member, Badminton Club (2008-2009)
- SKILLS** Basic knowledge of Spanish
Proficient in Microsoft Word

Maria A. Masterson

School Address
Dickinson College/HUB 000
Carlisle, PA 17013

abcdefg@dickinson.edu
(215) 123-4567

Permanent Address
123 Main Street
Philadelphia, PA 19107

EDUCATION:

Dickinson College, Carlisle, PA

Bachelor of Science, expected May 2013

Double Major: **Biochemistry/Molecular Biology, Chemistry**; Cumulative GPA: **3.65/4.0**

Relevant Coursework: Immunity vs. Infection; Understanding Cancer; Genetics; Foundations of Chemistry; Energy and Structure; Equilibrium Systems (Physical Chemistry); Cell Biology; Synthesis & Reactivity I & II (Organic I & II)

Laboratory Techniques: Rotary Evaporating; Cell Counting; NMR Spectroscopy; IR Spectroscopy; Column Chromatography; SDS-Polyacrylamide Gel Electrophoresis

LABORATORY EXPERIENCE

Dickinson College, Carlisle, PA, *Academic Years 2009-2012*

Chemistry Department Teaching Assistant: Assisted college students with chemistry lab techniques. Aided lab professor with lab maintenance.

Pittsburgh Tissue Engineering Institute, Center for Neurosciences Research, Allegheny-Singer Research Institute, Allegheny General Hospital, Pittsburgh, PA, *Summer 2010*

Research Intern: Designed a series of experiments and collected data for research on hypothalamic-pituitary-adrenal axis responses to cholinergic drugs and hormones in an *in vitro* perfusion system. Analyzed data using GB Stat and Cricket Graph. Reviewed various scientific journals to aid in research. Assisted with several laboratory experiments. Collaborated with fellow interns on various projects.

HEALTHCARE EXPERIENCE

Westmoreland Hospital, Greensburg, PA, *Summer 2009*

Transporter: Transported patients, specimens, oxygen tanks, and records including medical support equipment as indicated. Worked cooperatively with nursing staff, radiology technicians, and other hospital staff. Trained in CPR, back safety, fire safety, and other applicable techniques.

Physical Rehab, Inc., Monroeville, PA, *Summers 2006-2008*

Physical Therapy Aide: Assisted physical therapist with preparation and exercises for patients. Maintained and cleaned tables and equipment. Updated and organized files.

PRESENTATIONS

“‘Test-Tube’ Rat Reactions: Hypothalamic-Pituitary-Adrenal Axis Responses to Cholinergic Drugs and Hormones in an *in vitro* Perfusion System,” Dickinson College Annual Biology Research Symposium, February 2011. Awarded “Best Poster.”

“Hypothalamic-Pituitary-Adrenal Axis Responses to Cholinergic Drugs and Hormones in an *in vitro* Perfusion System,” Pittsburgh Tissue Engineering Institute Symposium, Summer 2010.

AWARDS & HONORS

Benjamin Rush Academic Merit Scholarship; Omicron Delta Kappa National Leadership Honor Society; Henry P. Cannon Memorial Prize (Mathematics and Computer Science Department Award); Forney P. George Pre-Health Society Scholarship

CAMPUS INVOLVEMENT

Alpha Phi Omega Service Fraternity – Member (2009-Present), President (Fall 2010), Secretary (Spring 2010); Pre-Health Society, Member (2009-Present); Chemistry Club, Member (2009-Present); Dickinson College Springfest, Chairperson (2009-Present)

COMPUTER KNOWLEDGE:

Microsoft Word, Excel, and PowerPoint, Cricket Graph, GB Stat, and Adobe Photoshop

Jonathan Rush

Dickinson College/HUB 0000, Carlisle, PA 17013 • 123.456.7890 • abcdefg@dickinson.edu

EDUCATION

Dickinson College, Carlisle, PA

Bachelor of Arts, Major: **International Business and Management**

Expected May 2012

Cumulative GPA: **3.83** Class Rank: **35/589**

Universidad de Málaga, Málaga, Spain

Aug 2010-May 2011

Resided with Spanish family. All coursework taken in Spanish.

Honors

E. Harold Frantz Scholarship (Awarded to those with sound character and intellectual promise)

Dean's List (2008-2011, All Academic Years)

Benjamin and Portia Hosler Scholarship (Awarded to exemplary students with financial need)

INTERNSHIP EXPERIENCE

FTI Consulting, Inc., New York, NY, *Corporate Finance Intern*

Jun-Aug 2011

- Transcribed and analyzed interviews with executives for a client engagement.
- Presented research to FTI executives on sustainability consulting.
- Investigated and reported on several potential clients in the insurance and banking industries using Capital IQ and Bloomberg.

iSOFT Sanidad, Málaga, Spain, *Intern – Administration and Marketing*

Feb-Apr 2011

- Translated correspondence and internal publications for a healthcare technology developer.
- Presented ideas for online social networking.
- Kept a daily observation journal and reported on research findings.
- Experienced work abroad in the fast-growing Technological Park sector of Málaga.

Giant Food Stores, LLC, Carlisle, PA, *Corporate Intern – Associate Relations*

Jun-Aug 2010

- Supported internal communications projects and managed company photography
- Wrote articles about better management practices.
- Oversaw creation and improvement of brochures, posters and surveys.
- Generated over 150 presentations regarding associate engagement survey results.
- Presented methods and results of the survey to a team of supervisors.

WORK EXPERIENCE

Dickinson College Career Center, Carlisle, PA, *Career Coach*

Aug 2011-Present

- Critique students' resumes and cover letters and advise students about career resources.
- Promote resources through presentations, workshops and advertising.
- Assist in the daily office administration and organization.

Dickinson College Residential Life, Carlisle, PA, *Apartment Manager*

Aug 2011-Present

- Serve as immediate supervisor of 24-70 students.
- Advise students on academic issues and help with personal guidance.
- Facilitate disciplinary action, respond to emergencies and negotiate conflicts.
- Organize social programs such as dinners and group activities to build a strong living community.

CAMPUS & COMMUNITY INVOLVEMENT

Spanish Club, *President*

Sep 2010-Present

- Manage a budget of over \$5,000.
- Lead weekly meetings and plan monthly/annual Hispanic-themed events.

Relay for Life, *Team Member*

Mar 2010-Present

- Coordinate fund-raising activities for the American Cancer Society.

SKILLS

Computer: Proficient in Microsoft Word, PowerPoint, Excel, and Capital IQ. Experienced in online research methods, database management and basic website design.

Language: Native English speaker; Fluent in Spanish

Leslie Thomas

Address Until May 2012
Dickinson College/HUB 0000
Carlisle, PA 17013

abcdedfg@dickinson.edu, 123-456-7890

Permanent Address
123 Main Street
Miami, FL 33101

EDUCATION

Dickinson College, Carlisle, PA

Bachelor of Arts, Expected May 2012

Major: **American Studies**, Concentration: **Politics**, Minor: **History**

Cumulative GPA: **3.52/4.0**, Dean's List, Centennial Conference Academic Honor Roll

INTERNSHIP EXPERIENCE

Intern, Benenson Strategy Group, New York City, NY (Summers 2010, 2011; Winter 2010)

- Helped analyze polling and focus group data for political and corporate clients including the Democratic National Committee and Toyota to determine the attitudes of voters and consumers, which dictate their decision-making
- Developed an index database of internal and public polls to track opinion of President Obama
- Contributed to writing surveys for the Democratic Congressional Campaign Committee for the 2010 Midterm Elections to create influential messaging for Democratic candidates

Intern, Downey McGrath Group, Washington DC (Jan-May 2011)

- Represented the lobbying firm at Congressional hearings and composed analysis memorandums for the firm's Vice Presidents to report the most pertinent client related material
- Helped monitor legislation, participated in strategy sessions, contributed to research briefs for clients

Intern, Barack Obama Campaign, Carlisle, PA (Mar-May 2008)

- Orchestrated volunteer canvassing across Central Pennsylvania by identifying and mapping out routes for ten target areas
- Personally canvassed in Youngstown, Ohio
- Trained 30 volunteers to phone bank by teaching prompt and organized voter registration data in Excel

RELATED EXPERIENCE

President of Dickinson College Democrats, Carlisle, PA (May 2010-Present)

Finance Director of Dickinson College Democrats, Carlisle, PA (Mar 2009-Jan 2010)

- Organize and preside over all meetings, establish nonpartisan events and discussions to raise political awareness such as organizing phone banks on campus, coordinating networking days, planning an annual trip to Washington DC
- Maintained financial records with signing power over all funds and drafted the initial budget

Chair of Rush the Vote for Student Senate, Dickinson College, Carlisle, PA (Sept 2009-May 2010)

- Led effort which resulted in registering over 1,300 Dickinson students to vote since 2008 by coordinating registration tables at every major college event
- Created pamphlets with directions to polls for every student mailbox, organized transportation to the polls

Outreach Coordinator for Students for Barack Obama, Dickinson College, Carlisle, PA (Jan -May 2008)

- Fostered relationships with existing Dickinson student organizations and other chapters at nearby colleges
- Helped bring Obama's senior advisor to speak at Dickinson, audience of 300+ students
- Created charts of phone numbers for the 40 members of the club to each call 20 voters

ADDITIONAL EXPERIENCE

Resident Assistant, Dickinson College Office of Campus Life, Carlisle, PA (Aug-Dec 2009, Aug 2010-Present)

- Supervise and mentor floor of 40 first-year residents through creating and implementing community action plans

Employee, Events by Joni, Montclair, NJ (Sept 2005-Present)

- Performed numerous catering, waitressing, and event planning tasks for corporate and social parties and special events

Assistant to Head Field Hockey Coach, Dickinson College Athletics, Carlisle, PA (Aug 2008-Dec 2009)

- Liaison to admissions regarding prospective student-athletes, assessed skill level, organized all recruiting information

ACTIVITIES

Four Year Varsity Student-Athlete, Dickinson College Field Hockey, Carlisle, PA (Aug 2007-Present)

Volunteer, Yogi Berra Museum & Learning Center, Montclair, NJ (2005-Present)

Michelle Smith
abcdefg@dickinson.edu
(724) 123-4567

Permanent Address
123 Main St.
Pittsburgh, PA 15122

Address Until May 2013
Dickinson College/ HUB 000
Carlisle, PA 17013

STRENGTHS

Experience with International Operations of construction materials company.
Advanced knowledge of culture and issues of Latin American and England.
Fluent in Spanish and proficient in German.
Self-motivated, creative, team-player.
Strong leadership skills.
Computer skilled, including Microsoft Office applications.

EDUCATION

Dickinson College, Carlisle, PA
Bachelor of Arts in International Business and Management, May 2013
Language Concentration: Spanish; Country of Concentration: England

Study Abroad: University of East Anglia, Norwich, England, August 2011-May 2012

RELATED EXPERIENCE

Intern, Edward C. Levy Company, Detroit, MI, June-August 2011
Worked directly under VP of International Operations. Created third quarter international report on PowerPoint. Translated Chilean communication from Spanish to English. Valuated German steel mill for potential acquisition using new finance software.

EXPERIENCE

Intern, County of Greene Special Projects, Waynesburg, PA, June-August 2010
Collected, scanned, and processed all yearbooks from all Greene County high schools for historical preservation and future sale on CD-ROM's.

Sales Representative, Pittsburgh Symphony, Pittsburgh, PA, May-June 2009
Sold memberships in Preferred Ticket Sales department. Promoted symphony at local community events.

Intern, County of Greene Assessment Office, Waynesburg, PA, May-August 2008 Assisted all visitors with researching their tax and property assessment information. Performed clerical duties. Involved with all special projects in the department and data entry of property assessments.

LEADERSHIP

Orientation Assistant, Dickinson College, August 2010
Secretary, Dickinson College Historical Society, September 2010-present

VOLUNTEER EXPERIENCE

Volunteer, Dickinson Volunteer Network, October 2009-March 2010
Participated in Phonathon, hosted prospective student, worked at Open Houses.

Julie York
123 High St., Carlisle, PA 17013
(717) 123-4567, abcdefg@dickinson.edu

EDUCATION

Dickinson College, Carlisle, PA
Bachelor of Arts, Major: Political Science *Expected May 2012*
GPA 3.6/4.0

The Washington Center, Washington D.C. *January-May 2010*

- Intern, The Feminist Majority

Honors/Awards

Order of Omega, Greek Honor Society *December 2010 - present*
Gamma Sigma Alpha, Greek Honor Society *November 2010– present*
Alpha Lambda Delta, Freshman Honor Society *February 2009 - present*
Lutheran Brotherhood Scholarship (merit based) *May 2008 - present*

Leadership

Pi Beta Phi Sorority (Treasurer), Dickinson College *November 2009 - present*
Dickinson Volunteer Network *August 2009 - present*
Orientation Assistant *August 2009*

RELATED EXPERIENCE

The Feminist Majority, Arlington, VA *January - May 2010*
Intern

- Coordinated projects with National Clinic Access Project
- Prepared articles for Campus Leadership Program
- Attended outside events and rallies pertaining to women's rights
- Observed Judiciary and International Relations Committee Hearings

ADDITIONAL EXPERIENCE

Dickinson College Career Center, Carlisle, PA *September 2010 - present*
Career Coach/Head Student Assistant

- Critique college students' resumes and cover letters
- Advise students about career resources
- Promote Career Center services

Summer Office Assistant *June - August 2011*

- Updated list of internship sites in database
- Organized Career Center Library

Office Assistant *September 2009 - December 2010*

- Answered incoming office calls
- Helped to expand Career Center website
- Assisted director with projects and ran errands when necessary

Northumberland County Day Camp, Northumberland, PA *June - August 2009*
Head Counselor

- Managed group of 30 campers, ages 7-9
- Supervised group of 10 counselors

Camp Counselor *June - August 2008*

- Maintained campers' safety throughout all activities
- Coordinated events for children

REFERENCES

Wait to provide your references until you are asked for them by the employer, which usually occurs during the interview (unless, of course, you are asked to send them along with your initial application). You should have three to five academic and/or professional references (not personal) – your references need to be able to vouch for your work ethic. Prior to listing someone on your references sheet, ask them if they would be willing to be a reference for you. Provide them with a current resume as well as a job description so that they are well-prepared when they get a phone call from the employer. Make sure to thank your references and keep them updated on your job search.

Format of the References Sheet

Your reference sheet should be on the same type of paper as your resume and cover letter, and the heading should match the heading on your resume. Your references and their contact information should be left justified. The reference that is going to sell you the best should be listed first. Consider what the person might say about you, as well as how they speak – someone who has nothing but wonderful things to say about you but who does not speak dynamically may not sell you as well as someone who speaks enthusiastically. See an example reference sheet below.

Jonathan Rush

Dickinson College/HUB 0000, Carlisle, PA 17013 • 123.456.7890 • abcdefg@dickinson.edu

REFERENCES

Ms. Susan Smith

Associate Professor, International Business & Management
Dickinson College
P.O. Box 1773
Carlisle, PA 17013
123.456.4789
smithsus@email.edu

Mr. John Supervisor

Manager
Consulting Firm
1234 Main Street
New York, NY 12345
123.456.4789
supervisor@email.com

Ms. Paula Coordinator

Internship Coordinator
Food Store Company
123 Any Street
Anytown, PA 12345
123.456.4789
piper@email.com

Dickinson College Career Center

HOURS

By appointment

Monday-Friday, 8:30 a.m. - 4:30 p.m.

Career Coach Drop-Ins

Monday-Friday, 9:00 a.m. - 4:00 p.m.

Tue. & Wed. Library Hours, 8:00 - 10:00 p.m.

**www.dickinson.edu/career
career@dickinson.edu
717-245-1740**

DickinsonConnect

Looking for an internship, post-graduation job, or on-campus employment opportunity? DickinsonConnect, Dickinson's online recruiting management system, allows you to upload your resume, search postings, and apply for positions. You can also search and sign up for various career-related events, both on-campus and off. Check it out! And be sure to contact us if you have any questions. **Access DickinsonConnect via the Student Resources tab in Gateway.**