

Your Resume



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Overview

- Captures the highlights of your education, experience, skills, and activities as they relate to jobs that interest you
- Your resume and cover letter should help you get an interview
- You may have more than one resume for different types of positions
- Be sure to research your industry/career field to be aware of skills you may want to emphasize

Resume Sections

Contact information

- Include your name, address, phone number, and email address

Career Profile/Objective

- Including a career profile statement can be a great way to show, at a glance, why you are qualified for the job
- Be sure to tailor your profile to fit the specific job opening you are applying for
- Sample Career Profile:
Detailed-oriented Marketing major with three years of administrative experience. Strong customer service, communication, and technical skills. Fluent in Spanish.

Education

- List your most recent degree first
- There is typically no need to include high school information unless there is a major accomplishment (Class President, Valedictorian) that you would like to highlight
- Include university, location, degree, and anticipated graduation date
- Include cumulative GPA if 3.0 or higher. You may include major GPA as well.
- Consider including courses that are most relevant to positions for which you are applying

Experience

- Include any position where you developed relevant skills, including volunteer positions, internships, extracurricular activities, class projects, and clinical/field experiences
- Always include job title, company/organization, location, and dates of employment for each position
- Focus on accomplishments-how have you impacted the organization in your position?
- Try to quantify your accomplishments when possible
- Sample Experience Statements:
Provided resume critiques for 50 students per week
Assisted in the annual audit of a health care consortium, identifying a major posting error leading to a recovery of over \$54,000 in federal tax credits

Honors and Awards

- If honor or award is well known, list the name of the specific award or program
- If less well known, write a brief description of the honor or award
- Include date earned

Additional Information:

- Skills: technical, foreign languages, lab skills, military experience, and other relevant skills
- References: Create a separate document with the same header as resume; Include 3-5 references with contact info and relationship information; Don't forget to ask references for permission first!

Formatting

- Use phrases instead of complete sentences. Avoid use of personal pronouns such as "I" or "my"
- Print on resume paper and use the same paper for your cover letters and references
- Remember to proofread! Ask several people to review your resume before submitting to employers