

## Name

Address | Phone | E-mail

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**OBJECTIVE:** Clear and concise statement, focused on the position you're seeking. (*Use the objective only for career fairs, expos, etc. Most of the time, they are unnecessary.*)

### EDUCATION:

**Bachelor of Science (or Arts) in \_\_\_\_\_**, Graduation Date

Minor/Concentration: (*list here, if applicable*)

Shippensburg University, Shippensburg, PA

Include accreditation information (*if applicable*)

GPA: (*list if noteworthy; 3.0+*)

**Honors:** (*List any honors or awards received during college, including dates*)

\_\_\_\_\_  
\_\_\_\_\_

**Relevant Coursework:** (*List advanced coursework pertinent to the job*)

\_\_\_\_\_  
\_\_\_\_\_

### LABORATORY EQUIPMENT/FIELD SKILLS:

\_\_\_\_\_  
\_\_\_\_\_

(*This is a great place to convey lab skills and field skills/equipment used for science majors and photography skills, technical equipment for art and communication/journalism majors*)

**COMPUTER SKILLS:** (*List relevant and advanced applications, programming languages, or operating systems*)

\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL INTERNSHIP(S)/ RELEVANT EXPERIENCE:** (*use professional, relevant, eye-catching headings*)

**Title**, Name of organization, dates involved

City, State where employer is located

- List relevant duties performed during internship
- Use past or present (if still employed) tense action verbs to describe duties

### RELEVANT PROJECTS/RESEARCH PROJECTS:

**Title of Project/Research**, dates conducted

- List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
- Was project submitted/approved for publication?
- Use past or present (if still conducting research) tense action verbs to begin each bulleted statement

**CAMPUS LEADERSHIP:** (*Highlight any leadership roles or positions held*)

**Leadership Role**, Organization, dates involved

- List duties/responsibilities of interest to employer; think relevance
- Begin bullets with past or present (if still filling this role) tense action verbs

**OR** (*consider this format if you have held multiple roles within the same organization*)

Organization, dates involved

**Leadership role** (dates); **Leadership role** (dates); **Leadership role** (dates)

**COMMUNITY SERVICE** (*Could be similar in appearance to Campus Leadership, depending on level of importance/relevance*):

*List any volunteer work and/or community involvement performed (civic, community related, church, etc.)*

**REFERENCES:** *Do not include on your resume – separate page! “References available upon request” is NOT needed.*

\*\*\*This is just *ONE* example of a resume. Please visit the CCEC for assistance on tailoring your resume to a specific audience.\*\*\*

## **OVERALL APPEARANCE**

- Resume is set up in an outline form versus essay form (no complete sentences)
- Resume is printed on high quality paper (if submitting in person or at a career fair)
- Margins are at least .5" all the way around the page
- The print is clear and easy to read (laser printer quality)
- Font size is between 10-12 point
- Font is easily readable; Times New Roman is suggested

## **MECHANICS**

- Resume is free of typos, misspellings, abbreviations, and punctuation errors
- Verb tense is consistent (past tense for past jobs, present tense for current jobs)
- Job descriptions are written in resume phrases beginning with powerful action verbs (i.e. researched, demonstrated, applied )
- Resume omits the use of "I" "Me" "My"
- Strongest credentials and most relevant skills are listed first
- Most important information appears in order from top to bottom and from left to right

## **CONTENTS**

- Name stands out (bold, italics or all capitals) and looks professional
- Contact information is accurate and clearly listed, including a telephone number
- Email address is professional and hyperlink has been removed
- Objective briefly and clearly states your employment goal (if needed)
- Objective is employer focused not personally focused (if needed)
- Education is clearly listed including; degree, major, minor, concentration, institution, city, state, and date of graduation
- Employment descriptions stress skills, accomplishments and results in addition to duties and responsibilities
- If the resume is 2 pages, your name and page 2 of 2 appears at the top of the second page and second page is a complete page of information