

Name

Address | Phone | E-mail

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