

Resumes

Resumes often serve as your initial contact with employers and are the most critical item in determining whether or not you will obtain an interview. It is a brief "advertisement" of your skills, knowledge, and relevant experience. If you are seeking positions across industries, you may need to have several versions of your resume specific to each type of job you are seeking.

Ideally your resume should emphasize your strong points while expressing your uniqueness and individuality. Therefore, you should present yourself clearly, succinctly, and confidently. Use the suggestions here to develop your resume and consult the samples provided to gather ideas

Do not copy these examples verbatim!

Anita Job
123 Goingmy Way
College Town, PA 54321
(814)123-4567
princesspower10@gmail.com

Objective

To obtain a challenging position with a growing company where I can utilize my skills and knowledge

Education

Pennsylvania State University, Class of 2015

Major: HDFS, GPA 3.2

Minor: Psych

**Must support self by working to pay for school

Courses: HDFS 239, HDFS 315, PSYCH 212, PSYCH 281

Experience

XYZ Agency, Inc., Sept. 11 - current

As a Life Skills Volunteer, I provide direct service for delinquent youth. I am responsible for providing physical care, ensuring safety, and monitoring daily activities. I work with the Life Skills Coordinator to carryout treatment plans.

Human Resources Job Shadow, Pittsburgh, PA, 12/2011 & 3/2012

- Over semester and spring break, I followed an HR Professional around the office. I sat in on various meetings and learned about Human Resources.

Jobs:

Findlay Dining Commons, Server

Stahl Community Pool, Lifeguard

Activities:

THON

Typically, employers spend less than 15 seconds reviewing your resume before making the decision to consider you for an interview.

OBJECTIVE:

- One or two concise, easy-to-read statements focusing on the type of position you are seeking, the skills you want to utilize, and or the tasks in which you want to become involved.
- Avoid cliches or jargon, such as, "To contribute to the profitability of an employer" or "A challenging position offering opportunity for growth and advancement."

EDUCATION:

- List degrees in reverse chronological order—most recent first. Keep the information easy to scan.
- You may want to include details relevant to the job you are seeking, such as courses, special projects, a minor or area of emphasis, etc.
- Education Abroad experiences should also be listed here as well. Use the same format as your Penn State entry.
- Most employers expect to see your GPA (either overall, major or both).

Compare this resume to the one on the facing page. Both have the same information, but which do you think represents the candidate best?



Need some help?

Resume Workshops

Workshops are offered throughout each semester. No sign-up is required. See the schedule of dates, times, and locations on the Career Services website at studentaffairs.psu.edu/career. Also, an online resume workshop is available year-round through ANGEL.

Resume Review and Feedback

Drop-In Counselors can review your resume on a first-come, first-serve basis, weekdays from 8:30 a.m. to 4:30 p.m. or until 6:30 p.m. on Tuesdays during the fall and spring semester in the Bank of America Career Services Center.

Resume Examples

The resumes on pages 23-27 are examples of different ways good resumes have been written. Additional resume examples are located on our website and in the Career Information Center, in the Bank of America Career Services Center.

GPA:

- If your cumulative GPA is a 3.0 or above, it is beneficial to list it.
- Be sure that your GPA matches what an employer would find on your official University transcript. That means no rounding up!
- If your cumulative GPA is below a 3.0, consider listing both your Major GPA and your cumulative GPA, or you may prefer to list your Major GPA alone. It is recommended that you visit with your academic advisor to discuss the best method for calculating this GPA if it is not listed on your degree audit.
- If you work a substantial amount of hours per week to pay college expenses while attending college full-time, you may include a statement highlighting this within your Education section. This kind of statement can serve as justification for a GPA that may not be an accurate representation of your true potential.

Anita Job
 123 Goingmy Way
 College Town, PA 54321
 (814)123-4567
 abc123@psu.edu

OBJECTIVE
 To obtain a summer internship with the administration of a social services agency where I can apply my knowledge of child development and organizational behavior

EDUCATION
 The Pennsylvania State University May 2015
 Bachelor of Science in Human Development and Family Studies GPA: 3.17
 Minor in Psychology
 Work 25-30 hours per week while a full-time student in order to pay tuition and expenses

Coursework:
 Adolescent Development Introduction to I/O Psychology
 Family Development Introduction to Developmental Psychology

EXPERIENCE
XYZ Agency, Inc. State College, PA
Life Skills Volunteer Sept. 2011 - present

- Provide a range of direct services for the care and rehabilitation of delinquent youth
- Instruct and monitor 25 residents during structured daily activities
- Assist with the development of treatment goals for residents; implement treatment plans under supervision of Life Skills Coordinator

Human Resources, H.J. Heinz Corporation Pittsburgh, PA
Job Shadower/Observer December 2011 & March 2012

- Gained broad exposure to a variety of departments within the human resources function at Heinz World Headquarters, a Fortune 500 company, including Benefits, Executive Personnel, Personnel/Recruiting, etc.
- Completed 20-25 total hours of observation of each function within HR during winter break; encouraged to return for further shadowing opportunities over spring break following initial positive experience

ADDITIONAL EXPERIENCE
Findlay Dining Commons, Server Fall 2011
Stahl Community Pool, Lifeguard Summers 2010 & 2011

ACTIVITIES
Penn State Dance Marathon (THON), Moraler Spring 2012

- Provided emotional support to assigned dancer, dancing for 46 hours
- Raised \$2,000 through mail and sidewalk solicitations

Appearance of Your Resume Length

- One page is the most common length, because most students lack sufficient experience for two pages. Individuals with added experience and/or degrees may need a two-page resume to present the relevant details adequately.
- Resume length may also vary by career field. Consult with professionals in your field and/or Career Services Counselors to discuss the resume length best for your situation.

Margins

- One inch margins all around are recommended to keep your resume from looking cluttered with text.
- Half inch margins may be acceptable if necessary, but no smaller.

Font

- Use a plain typeface, such as Arial or Times New Roman
- Font size should be between 10 and 12 points.
- Headings and/or your name may be emphasized by using a larger font size.
- Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read.

Spacing

- Use consistent spacing throughout your resume for a pleasing presentation.
- Bullet points should be single-spaced.
- Allow enough space between headings to show that a new section has begun.

CHRIS R. STUDENT
crsXXXX@psu.edu

SCHOOL ADDRESS
1855 Nittany Street
Erie, PA 16509
(814) 555-5678

HOME ADDRESS
5678 North Z Street
Anytown, PA 12345
(234) 555-8910

OBJECTIVE: To obtain an internship or co-op experience in Mechanical Engineering.

EDUCATION: **B. S. in Mechanical Engineering, May 2015**
Penn State Erie – The Behrend College, Erie, PA
GPA 3.25

Relevant Courses

Engineering Thermodynamics	Electrical Circuits and Power Distribution
Strength of Materials	System Dynamics
Fluid Flow	Technical Writing

RELEVANT EXPERIENCE: **Manufacturing Process In-class Project** Spring 2012
Sponsored by CompanyX Consumer Products, Co.

- Implemented Statistical Process Control into manufacturing process
- Responsible for trouble-shooting in the processing and packaging of over-the-counter pharmaceuticals
- As part of a team, wrote standard operating procedures for production floor to be reviewed and approved by the FDA
- Combined efforts with Quality Assurance, Research and Development, and Engineering to implement new processes
- Installed, inspected, and validated system upgrades to process control equipment

LEADERSHIP: **Landscapes Plus, Bradford, PA** June 2009-August 2009
Crew Leader

- Successfully led 5 crew members in the completion of 17 commercial and residential landscaping projects; received positive feedback from clients regarding satisfaction with results
- Promoted to Crew Leader based on performance in two previous summers as a Crew Member

ACTIVITIES: American Society of Mechanical Engineers, Member, 2011-present

- Entertainment Committee Chairperson, 2012 - 2011
- Professional Development Chairperson, 2013 - present

Independent Travel throughout Europe, Summer 2012

- Developed creative solutions to maximize travel to 5 countries on a limited budget

Big Brothers Big Sisters, Big-Brother, 2011-2012

- Served as a Big-Brother for a 7-year old boy in Erie County

SKILLS: Advanced knowledge of AutoCAD
Basic knowledge of Spanish

EXPERIENCE:

- Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers make strong statements and can enhance credibility; these numbers can show volume, percentages, dollar amounts.
- Do not be discouraged if you have never had employment in your field. Instead, focus on your strengths, skills, and accomplishments.
- Summer and/or part-time work experiences can demonstrate skill sets that you have developed, even if not directly related to your career goals.
- If you have not yet gained paid work experience, community involvement, volunteer work, and extracurricular activities are all experiences that may be included in detail on a resume.

As a first-year student or sophomore, it is appropriate to include information from your high school years on a resume. However, as you continue to grow professionally and gain experiences that demonstrate increasing relevance to a particular career field, you may begin to omit items that are outdated or that no longer effectively highlight your current abilities. Typically, it is recommended that information from high school years be omitted from your professional resume by the time you begin your junior year at Penn State.



Layout

- Pre-formatted templates are easy to spot and allow little room for uniqueness.
- Starting with a blank document offers greater flexibility and more effective space usage on the page.
- Use a table or tab stops to help organize information in a visually pleasing manner.

Bullet Points

- Each bullet should be no more than 1-2 lines long.
- Use up to 5-6 bullets to describe each listed experience.
- Describe duties involved in various positions or highlight skills and qualities that you developed that are related to the position you would like to obtain.

SKILLS:

- Technology-based or computer skills, foreign language knowledge, and other field-specific skill sets and certifications are appropriate to include.
- Indicate your level of knowledge or aptitude in the skill sets you choose to highlight using qualifiers such as "Proficient in..." or "Fluent in..."
- List skills and languages with which you are familiar or have basic knowledge—just be sure to describe that level accurately. Remember—you could be tested on that knowledge in an interview!
- Special certifications relevant to your field could also be included here.

Compare this resume to the one on the facing page. Notice how the type of experience highlighted can change as a student gains more professional experience.

Type of paper

- A resume prepared carefully with a good laser printer can be very effective.
- Use good quality paper; a white or off-white shade is generally preferred.

Proofread

- Proofread your resume several times, and then have a friend or Career Counselor proofread it again.
- A mistake on your resume will leave a poor first impression with the employer.

JENNIFER C. CHAO
335 West Beaver Avenue
State College, PA 16801
jcc@psu.edu
(123) 111-2131

OBJECTIVE: To obtain a position in the field of Information Technology with specific interest in SAP

EDUCATION: The Pennsylvania State University, University Park, PA May 2013
Bachelor of Science in Management Information Systems
Major GPA: 3.66/4.0
Universidad de Barcelona, Seville, Spain Spring 2012
Courses in European Union Economics and Leadership in a Cross-Cultural World

EXPERIENCE: **Johnson & Johnson, New Brunswick, NJ** May 2011 – December 2011
Logistics Analyst Co-op

- Managed automated order processing to allow international customers to order directly via EDI or FTP
- Oversaw the Vendor Managed Inventory (VMI) for Global Affiliates to reduce and maintain their on-hand inventory
- Coordinated weekly orders and ensured that databases were updated with new forecasts and safety stock measurements as needed at the beginning of every month
- Analyzed international forecasts and supported the creation of a web page to be posted on the Johnson & Johnson Intranet
- Assisted in the Global Air-Freight Data collection Project (GAP) to reconsider Johnson & Johnson freight carriers and their rates

Smeal College of Business, University Park, PA August 2010 – May 2011
Undergraduate Researcher, Center for Supply Chain Research

- Assist faculty researchers in collecting data to study the effect of information technology on customer service in the transportation industry
- Gained an understanding of how e-Business supports and enhances supply chain management

SKILLS:

- Worked extensively with simulation programming languages such as Perl and ARENA
- Professionally trained in Mercia Lincs (CRP system), MFG/Pro (Manufacturing, Planning, and Costing system), and COACT (Order Processing System)
- Accurately maintained Database Management systems

ACTIVITIES: **Penn State Asian American Student Caucus**
President, Spring 2012 – present

- Led weekly meetings and organized various events throughout the semester
- Coordinated fundraising efforts increasing club budget by 15%

Member, Spring 2012 – present

- Participated in professional development workshops on networking and resumes

Alpha Beta Chi Service/Social Sorority, Penn State Chapter
Philanthropy Chair, Fall 2010 – Spring 2011

- Organized participation in AIDS walk and Diabetes walk as well as visits to a local nursing facility in State College, PA

Member, **Operations Committee**, Penn State Dance Marathon (THON), Spring 2010



Resume Formats

Chronological Format

Present education and work experience in reverse chronological order, describing responsibilities and achievements under each entry. This is the most appropriate format if you have experience directly related to your career goal.

Functional Format

Your experience is explained under major skill headings, while job titles, employers, and dates are listed separately. This type of resume is especially useful when your degree or work experiences are not directly related to your career objective.

Combination Format

In many instances, the combination of both the chronological and the functional formats may be the most effective. This is especially the case when some past experiences are more directly related to future goals than others. This format allows for experiences to be separated into different categories—related and unrelated—making the strongest impact by placing the most related experiences first, regardless of the dates during which the experiences took place.

The resume on this page shows a combination format. The facing page illustrates elements of a functional resume.

Addison A. Anderson
aaa0000@psu.edu
(717) 555-2222

Home Address
22 Oak Lane
Chambersburg, PA 17222

School Address
101 Smith Street
Middletown, PA 17057

OBJECTIVE To obtain a full-time position in Sports Management

EDUCATION Penn State Harrisburg, Harrisburg, PA May 2013
B.S. Finance
Major G.P.A. – 3.23
Relevant Courses include: Financial and Managerial Accounting; Management; Statistical Foundations; Financial Management of the Business Enterprise; Risk Management of Financial Institutions; Money and Banking; Business Strategy

SPORTS EXPERIENCE Morgan Academic Support Center for Student-Athletes, University Park, PA Summer 2013
Tutor
▪ Learned about the challenges facing student athletes and how academics affect NCAA regulations and eligibility
▪ Tutored student-athletes in various Business and Finance courses including Financial and Managerial Accounting and Corporation Finance

The Chambersburg Country Club, Chambersburg, PA Summers 2009 – 2010
Tennis Club Assistant
▪ Prepared the tennis courts and surrounding areas for daily play
▪ Sold tennis-club items to members of the country club
▪ Coordinated and led various sporting events for members and their families

BUSINESS EXPERIENCE Bank of America, Chambersburg, PA Summer 2012
Finance Office Assistant
▪ Entered data on financial accounts into the customer database system
▪ Reviewed and processed summary statements for corporate clients
▪ Analyzed end of the month and end of the fiscal year reports and updated totals in Microsoft Excel

Nationwide Insurance, Carlisle, PA Summer 2011
Assistant Web Master
▪ Tracked and monitored the activity and hits that the website experienced
▪ Designed two staff-only sections of the in-house portion of the webpage
▪ Developed a tutorial to enable staff to enter new web pages in a consistent manner
▪ Met weekly with the Web Master to devise a long-term plan for the website

LEADERSHIP Penn State Harrisburg THON Chair, Penn State Dance Marathon 2011 – 2012
▪ Organized support for dancers of a 46-hour dance marathon
▪ Helped raise money during canning events

Volleyball Captain, Penn State Harrisburg Intramurals 2009 – 2010
▪ Served as captain for our Intramurals volleyball team
▪ Coordinated practices and game schedules

SPORTS ACTIVITIES Tennis Club; Golf Club; Intramural Chair; three-year letterman in high school; First Team All-Conference in Tennis and Golf

ACTIVITIES:

- List the most relevant activities and offices held first. Include college, community, professional, and occasionally, outstanding high school activities.
- Consider adding brief explanatory details of the position and your accomplishments.
- Include hobbies and interests only if they are relevant to the job objective or if they reveal characteristics important to the job.
- This section can add individuality and flavor to your resume, so you may want to include unusual or interesting items.

HONORS/AWARDS:

- This section is optional.
- Include only if you have several honors.
- If you have only one or two honors, you can include them in a combined section along with your activities.



Action Word List:

Achieved
Administered
Advised
Advocated
Allocated
Analyzed
Anticipated
Applied
Approved
Arranged
Assessed
Assisted
Attained
Audited
Balanced
Briefed
Budgeted
Built
Calculated
Cared

Coached
Collaborated
Collected
Comforted
Communicated
Compared
Completed
Composed
Computed
Conducted
Consulted
Contributed
Converted
Coordinated
Counseled
Created
Decided
Defined
Delegated
Demonstrated
Designed
Developed
Devised
Diagnosed
Directed

Documented
Drafted
Edited
Eliminated
Enforced
Enhanced
Ensured
Established
Estimated
Evaluated
Examined
Exceeded
Expanded
Facilitated
Financed
Formulated
Fostered
Founded
Gained
Generated
Guided
Helped
Identified
Implemented
Improved

Increased
Initiated
Instructed
Integrated
Interpreted
Introduced
Invented
Investigated
Launched
Learned
Led
Maintained
Managed
Mastered
Maximized
Mediated
Mentored
Met
Minimized
Modified
Monitored
Negotiated
Observed
Obtained
Offered

Operated
Organized
Overcame
Oversaw
Participated
Partnered
Performed
Planned
Prepared
Presented
Prioritized
Produced
Programmed
Projected
Promoted
Proposed
Provided
Raised
Ran
Received
Recommended
Reduced
Reorganized
Reported
Researched

Responded
Reviewed
Revised
Screened
Served
Sold
Solved
Strategized
Streamlined
Strengthened
Studied
Succeeded
Supervised
Supported
Targeted
Taught
Teamed with
Tested
Trained
Upgraded
Utilized
Validated
Visualized
Won
Wrote

Anita Job

337 Maple Lane, Springfield, PA 19064

610-555-1111 | afjXXXX@psu.edu

OBJECTIVE

To obtain a full-time public relations position within the non-profit or government industry

EDUCATION

Bachelor of Arts in Communications, May 2014 – Penn State Brandywine, Media, PA
Major GPA: 3.3; Overall GPA: 3.1

INTERNSHIP EXPERIENCE

Public Relations Intern — Summer 2013
XYZ Transportation Institute, Chevy Chase, MD

PROJECT & EVENT COORDINATION

- Coordinated outreach activities of the Local Technical Assistance Program (LTAP)
- Managed a multi-state government relations project to facilitate the implementation and evaluation of research products developed by the Federal Highway Administration
- Coordinated LTAP government relations activities

TRAINING & SUPERVISION

- Coordinated the strategic planning process for the LTAP center
- Conducted training for local governments on various computer applications
- Supervised 5 student workers

RESEARCH & WRITING

- Assisted in all facets of contracted research program including writing proposals, collecting data, managing financial resources, and generating reports
- Served as Assistant Editor of the LTAP quarterly newsletter, which is distributed to several state local governments and legislative institutions

WORK EXPERIENCE

Silver Springs Outlet — Silver Springs, MD — Summer 2012

Comfort Inn Banquets — Springfield, PA — Fall 2010 to Present

The Gap, Inc. — King of Prussia, PA — Summer 2010

H&M — King of Prussia, PA — Summer 2009

ACTIVITIES

Intramural Volleyball and Softball, Special Olympics Volunteer, Big Brother/Big Sister Program

SKILLS

Computer: Microsoft Publisher; Adobe InDesign; Dreamweaver

Language: Fluent in Speaking Spanish; Proficient in Writing/Reading Spanish

REFERENCES:

- Most organizations will not expect references on your resume.
- You may want to prepare a list of references on a separate page formatted to match your resume for use when employers request references.
- Usually, three to five references are appropriate. Consider individuals familiar with your academic achievements, leadership and teamwork skills, and/or your work habits.
- Include the referee's name, title, organization, mailing address, phone number, and email address.
- You should always seek prior approval from individuals you plan to list as references.

