**Name**

**FYE Resume Assignment:**

**Resume Reviews** will be on a **first come, first serve** basis with no appointment in CUB 108.

**Mondays****from 2-8 pm****and**

**Tuesday, Wednesday, Thursday****from 2-4 pm**

Address ▪ Cell Phone ▪ E-mail

**EDUCATION**

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

 Major: *(list here)*

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

Shippensburg University, *Shippensburg, PA*

 Accredited by (and list accreditation) *(if applicable)*

 GPA: (list if noteworthy)

**High School Diploma**, Graduation Date

Name of High School, *City, State*

List GPA #.##/#.##

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

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**WORK EXPERIENCE**

**Title**, dates of employment

Name of Organization, *City, State*

* List relevant duties performed during employment
* Use past tense action verbs to describe duties
* List all jobs in reverse chronological order (most recent first and then back to high school)
* Use bullets to answer these questions: what you did, why you did it, how you did it
* Begin each bullet with a strong action verb to frame the tone and establish what you want to emphasize
* Use present tense for current positions and past tense for previous experiences
* Include one to three bullets of description for each experience

**CLUBS/ ORGANIZATION INVOLVEMENT** (*Highlight any leadership roles or positions held)*

**Leadership Role**, Organization*, City, State* (dates involved)

* Include bullet points describing duties/responsibilities (if relevant)
* Begin this section with any SU clubs/organizations; this section should also be in reverse chronological order; include dates (Month Year – Month Year)
* List high school clubs and organizations; include dates of involvement
* Include titles of any positions held and significant responsibilities in any of these organizations

**COMMUNITY SERVICE/ VOLUNTEER EXPERIENCE**

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

*Think about the difference between ACTIVE community service and PASSIVE community service*

**Role**, Organization, *City, State* (dates involved)

* List service and volunteer work in reverse chronological order; start with SU, work back to high school
* Could be combined with the CLUBS/ ORGANIZATION section if only have one entry in it, or this section can be omitted if you do not have applicable volunteer experience

**Other Possible Headings to Incorporate In Resume:** Languages; Military History; Campus Leadership/Involvement; Professional Development; Professional Memberships; Certifications/Clearances; Community Service

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

*(Contact information for references should never appear on your resume. It should always be listed on a separate sheet.)*

**OVERALL APPEARANCE**

**ASSIGNMENT – Checklist for your Resume**

\_\_ 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

**Resume Reviewed By:**

**Date:**

**Email:**

**Signature:**

\_\_ 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

 ***Resume Review will be validated with Stamp!***