

Information regarding submission of a resume

All applicants must submit a current resume as part of the application packet.

The resume may be in any standard resume format. However, the following information must be evident or the application will be considered incomplete.

Regarding employment – This should report on post-high school employment only. In addition to the agency where you were employed, dates of employment must be included stating starting and ending dates of each position. Indication of whether the position was full time or part time must also be included. If part-time, how many hours per week should be indicated. A brief description of each position held is required.

Regarding volunteer work – This should report post-high school volunteering only. In addition to the agency where volunteer work occurred, the beginning and ending dates must be provided along with average number of hours per week. If the volunteering was required for a class, this should be indicated. Internships and field placements should be identified as such.

Regarding education – dates of attendance at each institution of higher education must be provided. This should be indicated in terms of semesters, i.e. fall 2014-spring 2015, if the applicant did not graduate from the institution. If a degree was earned the semester of graduation should be indicated.