

RESUMES



a guide to developing your professional resume

STYLE

Chronological: highlights your qualifications by time period. Works well for new graduates and those with a stable work history. Begins with most recent experiences. Most preferred by employers/recruiters.

Functional: highlights your qualifications by skill areas. Works well for those with gaps in their work history or concerned about their age/changing careers

FORMAT

- 10-12 size font (Arial, Cambria, Calibri)
- Single spaced, except between section headings
- 1" or 1/2" margins
- Typically 1 page
- All dates are right justified
- NO template!
- Save or submit as a PDF (maintain a MS Word copy for easier updating)

★ BULLET POINTS

Action Word (correct tense) + Numeric Value (if possible) + Brief Description (what, why, how, results, value)

- *Coached 20 children ages 5-16 on self-defense strategies to better their self confidence and esteem*
- *Served an average of 12 tables per hour during dinner rush period and ensured customer satisfaction*

DESCRIPTION

- What = discuss what you did.
- Why = why were your actions important?
- How = share how you completed the action
- Results = what was the outcome of your action?
- Value = what value did your work/actions bring?

SECTIONS

Contact Information
Summary of Qualifications/Skills
Education
Experience (Professional, Work, Related, Other, Additional)
Professional Development
Activities & Memberships
Honors & Awards

TAILOR YOUR RESUME

- Create a master resume with all your career experience
- Create specific resumes for each job/internship
- Highlight key words in job description that emphasize your skills and experiences that align with the position

AND DON'T FORGET ...



Joe A. Doe

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EDUCATION

Indiana University of Pennsylvania (IUP), Indiana, PA
Bachelor of Arts in Psychology Anticipated December 2020
Minor in Child and Adult Advocacy Studies
GPA 3.63/4.00, Dean's List 2/2 semesters

Westmoreland County Community College (WCCC), Youngwood, Pennsylvania May 2016
Associate of Arts in Psychology
GPA 3.87/4.00

PROFESSIONAL EXPERIENCE

Clinical Coordinator May 2015-September 2016
Prison Health Services at SCI Pine Grove, Indiana, PA

- Maintained payroll records for an average of 20 employees by verifying employee time, entering information into database, and corresponding with payroll manager
- Processed 60 inmate intakes per week by adding medical information into database and verifying records
- Monitored a 1,000-inmate database to ensure medical needs were met, i.e., medications, insulin shots, etc.
- Coordinated weekly inmate doctor appointments with corrections and other departments
- Assisted with daily administrative tasks including preparing reports, answering phones, ordering supplies, etc.

Youth Counselor October 2013-April 2015
Victory Family Services, Indiana, PA

- Mentored 5-10 resident students by teaching self-care, anger and crisis management techniques, and providing academic support
- Maintained treatment-related documentation for each student
- Implemented a 2-week sports camp that focused on character building, discipline, and team work

ADDITIONAL WORK EXPERIENCE

Seafood Associate June 2012-August 2013
Martins, Giant Food Stores LLC, Indiana, PA

- Compiled monthly physical inventory for \$100,000 in merchandise to ensure it fell within projected inventory limits
- Ensured adequate stock was available to patrons while reducing waste and additional cost to company through placing daily orders
- Serviced 100 plus customers daily following proper customer service procedures

Assistant Kitchen Manager December 2011-April 2012
Tom's Pizza, Indiana, PA

- Delegated daily kitchen tasks for line and pizza cooks including, preparing ingredients, cleaning workspace, and preparing orders
- Assisted customers in selecting orders
- Processed payments ranging from \$5-\$1,000
- Cooked and prepared 37-item menu including, pizzas, salads, gyros, burgers, steaks, and weekly specials

PROFESSIONAL DEVELOPMENT

- **Volunteer**, *Jewish Family & Children's Service of Pittsburgh*, Pittsburgh, PA August 2013-Present
- **Vice-President**, *School Psychology Association Network (SPAN)*, IUP May 2017-Present
- **Presenter**, *Future School Psychologists Annual Conference*, Pittsburgh, PA April 2017

HONORS AND MEMBERSHIPS

- *Iota Phi Theta*, IUP November 2016-Present
- *Psi Chi International Honor Society in Psychology*, IUP May 2017-Present
- *Promising Scholars Scholarship*, IUP August 2016-Present