

# 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 ...



PROOFREAD!  
EDIT!  
REVISE!

# Joe A. Doe

www.linkedin.com/In/Joe.A.Doe  
Home, PA 15747 ▪ (222) 222-2222 ▪ joe.a.doe@gmail.com

## EDUCATION

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

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  
Whitey's Peetza, Coral, 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 35-item menu including, pizzas, salads, 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 National Psychology Honors Society*, IUP May 2017 - Present
- *Promising Scholars Scholarship*, IUP August 2016 - Present