



# Resume Development

The purpose of a resume is to get an interview. Knowing a potential employer will spend less than 30 seconds perusing your resume, do it right the first time! Here are some tips to make sure your resume gets a second look.

Your resume:

1. *Must be flawless.* Spelling errors are the quickest way to land your resume in the trash can.
2. *Should be easy to read.* Use a standard font such as Times New Roman or Arial. Plan on using at least an 11 point font.
3. *Is about you.* Employers are well aware of this so avoid using “I” or “me” on your resume.
4. *Should be no more than two pages long.* If you go with a second page, be sure your name, page 2 is in the top corner of the second page.
5. *Needs to be consistent.* When you’re documenting previous work experience, use past tense. If it’s a current job, use present tense. Make sure the formatting is the same throughout your resume.



## Sections of a Resume

### CONTACT INFORMATION

- Your name should be larger so it stands out.
- Use your cell phone number if possible so you aren’t relying on others to take messages, etc.
- Use an email that is somewhat formal (HU account if possible). Avoid using hotmama@yahoo.com.
- Include your current and permanent addresses if you know you won’t be at your school address throughout the entire hiring process.

### CAREER OBJECTIVE

- Your objective should be specific to the job or internship you’re applying to. You want your potential employer to think, “Wow, this individual is a perfect fit for the position.”
- Consider beginning your objective with “seeking a position...” or “to obtain a position...”

### EDUCATION

- Your education is important so sell it right away—especially since you probably won’t have too much experience.
- You don’t need to include high school information—it’s assumed since you’re in college.
- Information to include:

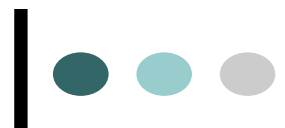
Bachelor of Arts in Psychology

Huntington University, Huntington, IN

Graduation Date: May 2011

Minors, concentrations, etc.

Optional: GPA (3.0 or above)



## COURSEWORK

- You might want to list the classes that you've taken that are relevant to your major .

## EXPERIENCE

- Use bullet points to describe your experience. Begin these short phrases with action verbs (see handout).
- Always quantify if possible.
- When writing descriptors, keep in mind the transferable skills you have learned/gained through the experience.
- When listing your experiences, begin with the most current experience first.

## COMPUTER SKILLS

- If you're going to include this section, be sure to list only those computer programs you truly know how to use.

## EXTRACURRICULAR ACTIVITIES/HONORS/AWARDS

- Include such things as athletic participation, scholarships, academic honors, mission trip experiences, volunteer experiences, etc.
- Be sure to include any leadership positions you've held.

## REFERENCES

- Include at bottom of resume: Available Upon Request
- Have a sheet with names and contact information (be sure to get permission from references). Make sure they will give you a positive reference.



# Cover Letters

## GENERAL INFORMATION

- Modify your cover letter for each company/position you are applying to.
- Find out the name of the person in charge of hiring so you can address the letter to that person. This may mean you have to do a little detective work —check out the company website or call in.
- If possible, send out your resume and cover letter so they arrive on a Tuesday, Wednesday or Thursday. You should also plan on printing your resume and cover letter on resume paper (a better quality paper).

## 1st PARAGRAPH

- Include the position you are applying for. Explain how you found out about the position. If you can drop a name of someone within the company or associated with the company—now's the time to include this information.

## 2nd PARAGRAPH

- This paragraph should include a brief description or detail from your resume—elaborate on a skill or experience that relates directly to the position you are applying to.

## 3rd PARAGRAPH

- The final paragraph should include contact information. Make sure you let them know how you plan to follow up. The key is that you then actually follow up!





# HUNTINGTON STUDENT

email@address.com

Current Address (until 5/12/10):  
2303 College Avenue  
Huntington, Indiana 46750  
(260) 356 6000

Permanent Address:  
000 North Street  
Anytown, Indiana 60000  
(260) 123 4567

**OBJECTIVE** Seeking a position with an established accounting firm while preparing for the CPA exam

**EDUCATION** **HUNTINGTON UNIVERSITY**, Huntington, IN  
**Bachelor of Science in Accounting**  
Graduation: May 2010  
G.P.A. 3.8/4.0  
Honors: Dean's List, 6 semesters  
Youth for Christ Leadership Scholarship  
Alpha Chi National Honor Society

**INTERNSHIP** **CONLEY'S POWER EQUIPMENT**, Fort Wayne, IN  
**Accounting Intern**, Summer 2009

- Balanced monthly accounts payable statements
- Posted vendor invoices
- Balanced shipment invoices of various manufacturers
- Gathered over 500 pages of research on companies seeking information systems contract

**WORK EXPERIENCE** **SWEET SATISFACTION**, Huntington University, Huntington, IN  
**Operations Manager**, September 2009 current

- Oversee daily operation of vending machine business
- Establish operating and control procedures
- Handle purchasing and stocking of merchandise

**KIDS KAMPUS**, Huntington, IN  
**Child Care Giver**, August – May, 2008

- Provided care and supervision for 25 children ages 2-4 year olds
- Served food, supervised naps, helped with daily activities

**VALLEY STATE BANK**, Huntington, IN  
**Bank Teller**, Summers 2007 & 2008

- Provided friendly, professional customer service
- Issued money orders, travelers checks, loan payments and deposits/withdrawals

**COMPUTER SKILLS** Experienced with Macintosh, IBM PC, Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Publisher

**ACTIVITIES** Investment Club Member, Huntington University, 2006 current  
Student Admissions Staff, Huntington University, 2007-2009  
Joe Mertz Center Volunteer for Bingo Buddies, Huntington University, 2006-07

**REFERENCES** Available Upon Request

# Education Student

461 Himes St.  
Huntington, Indiana 46750  
260.356.1520  
s123456@huntington.edu

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## Education

### **Bachelor of Science in Elementary Education**

Huntington University, Huntington, Indiana  
Kindergarten Endorsement  
Anticipated Graduation: May 2010

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## Classroom Experience

### **Fall Creek Elementary, Fort Wayne, IN**

Spring 2010

Student Teaching, 3<sup>rd</sup> grade

- Responsible for classroom of 22 students
- Planned, taught and adjusted all classroom curriculum according to Indiana Academic Standards
- Observed and participated in several IEP conferences
- Prepared and implemented modifications for identified students

### **Southside Elementary, Huntington, IN**

Spring 2009

Kindergarten Practicum

- Created learning stations to meet language arts standards
- Worked with groups of 4-5 students on motor skills
- Taught counting lessons to 3-4 students in a math learning center

### **Maple Crest Elementary, Marion, IN**

January 2009

Multicultural Practicum, 1<sup>st</sup> grade

- Recorded daily grades and helped prepare report cards
  - Worked one-on-one with students in reading and math
  - Prepared and taught two science lessons on gravity
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## Work Experiences

### **Camp Sonshine, Hillsdale, MI**

Summer 2007 – 2009

Camp Counselor

- Responsible for encouraging, mentoring, educating and challenging over 85 junior high campers each summer
- Led daily devotions
- Organized fitness component for entire camp

**YMCA**, Huntington, IN  
Basketball Coach

Winter 2008

- Led weekly practices for first and second grade team
- Organized fundraiser to buy uniforms

**State Farm Insurance**, Huntington, IN  
Office Assistant

Summer 2006

- Computed auto insurance quotes for customers
- Compiled insurance documents for files and mailings
- Fostered positive customer relations

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### **Extracurricular Activities**

- Member of Huntington University Volleyball Team, 2006-10
- Freshman Mentor for Huntington University Orientation Program, 2008
- Volunteer (Big Sister) for Big Brothers/Big Sisters, 2006-09
- Member of Spring Break Missions Trip to Haiti, 2008

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### **References**

Available upon request

Kendra Johns  
123 Himes St.  
Huntington, IN 46750  
kendrajohns@huntington.edu  
(260)224 1234

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October 1, 2010

Ms. Cheryl Moss  
Merck & Company, Inc.  
123 Merck Dr.  
New York, NY 12345

Dear Ms. Moss,

Attached you will find my resume which I am sending in response to your merck.com advertisement for the position of Pharmaceutical Sales Representative in Fort Wayne, Indiana.

I graduated from Huntington University in 2010 with a Bachelor of Science in Business Management. As you will see from my resume, in addition to meeting the demands of a full time academic schedule and achieving a 3.0 GPA upon graduation, I have accumulated two years of sales experience in the real estate field. As an office assistant I was able to work in a professional setting to gain experience in developing positive rapport with clients, organizing special projects and initiating new marketing strategies. While at DePuy Orthopedics, I gained an invaluable amount of medical knowledge as a marketing intern. This experience has directed my career path toward sales in the medical field with a company such as your own.

Upon graduation, I was awarded the honors of being featured in the June 2010 edition of the Fort Wayne's Business Journal's cover article, "Best of the Bunch." This award is given to one graduating senior from each University in Northeast Indiana.

I believe my experience and enthusiasm qualifies me for this position you are seeking to fill. I would love the opportunity to interview with Merck & Company, Inc. so I can further demonstrate the skills and talents I can offer your company. I can be reached at (260)224 1234. Thank you for taking the time to review this letter.

Sincerely,

Kendra Johns

Enclosure

Kendra Johns  
kendrajohns@huntington.edu

123 Himes St.  
Huntington, IN 46750  
(260)224 1234

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October 1, 2010

Mr. Joseph Martin  
ABC Corporation  
123 ABC Ave.  
Fort Wayne, IN 12345

Dear Mr. Martin,

I am writing at the recommendation of a mutual acquaintance, Kim Parrott, who suggested I contact you concerning the internship opportunity with your accounting firm. Please accept this letter and accompanying resume as evidence of my interest in this position with your company.

In addition to being a full time student, I have also enjoyed working on campus in the Registrar's Office. As a student worker, I have learned the importance of working with confidential records, accurately entering data into Excel spreadsheets and finishing time sensitive tasks in an efficient manner. I know these skills will help me in the accounting field.

I have also gained experience in the area of investments and personal finance as a member of the University's investment club. This club meets regularly to discuss current market trends and the economy of our country. As a result of this membership, I have made sound investment choices with my personal finances.

I know that my education, skills and experience will benefit ABC Corporation, and I believe I will be equally rewarded by the training I will receive in your accounting firm. As follow up to this correspondence, I will call next week to determine if my qualifications meet your needs at this time. Thanks for your time. I look forward to potentially meeting with you.

Respectfully,

Kendra Johns

Enclosure