

Formatting Tips

Emphasize your name by using boldface and larger font.

Use 12-14 point boldface font for all section headings and
10-12 point regular font for body text.

Set your margins at 1/2"-1".

Use "Line Spacing Options" menu to set line spacing to single. Ensure that spacing before and after paragraphs is set to zero.

Single space the body text.
Double space between sections.

Indent text under section headings.

All body text should align to one point of indent.
Do not create multiple points of indent as you would in an outline.

Align non-substantive info such as dates, cities, and states on the right margin.

Use **Stop Tabs** to create a sharp right hand margin.

RESUME SAMPLE

Anita Jobb (*WHO you are*)

East Stroudsburg, PA 570.123.1234 ajobxxx@live.esu.edu, www.linkedin.com/yourprofile

Education

East Stroudsburg University of Pennsylvania
Bachelor of Science in Criminal Justice
Minor in Psychology
GPA: 3.80

East Stroudsburg, PA
May 20xx

Qualifications (*WHAT you have to offer*)

- Fluent in Spanish
- Excellent communication and interpersonal skills
- Experience working with diverse populations
- Well organized and dependable

The remainder of the resume DOCUMENTS and DEMONSTRATES these qualifications through education and experience.

Related Courses

Ethics, Juvenile Justice System, Community Corrections, Environmental Psychology

Honors

President's Scholarship, East Stroudsburg University, East Stroudsburg, PA
Dean's List

20xx-20xx
20xx, 20xx

Internship Experience

- ABC Township, Old Town, PA
- Aided in the investigation of township's drug traffickers by handling and documenting evidence both in the field and office
- Assisted with development of children's community program by researching best practices and presenting ideas to planning committee

Fall 20xx

Related Experience

Warrior Neighborhood Watch, East Stroudsburg, PA
Volunteer

Nov. 20xx-Present

- In conjunction with borough residents and police, monitor streets of East Stroudsburg during peak social hours to keep students and residents safe

Coopersburg Police Department, Coopersburg, PA

July 20xx

Extern

- Observed daily duties of police officers during a ride-along experience

Work Experience

Stroud Hall, East Stroudsburg University, East Stroudsburg, PA

Jan. 20xx Present

Desk Receptionist

- Greet guests and residents, enforce visitation policy and check guest identifications
- Answer questions, perform administrative and clerical tasks

Hillcrest Swim Club, Center Valley, PA

Summer 20xx
Summers 20xx and 20xx

Head Life Guard

- Insured safety of patrons, enforced all rules and regulations
- Coordinated emergency procedures, provided first aid in emergency situations
- Maintained positive relationships and rapport with patrons

Campus Involvement & Leadership

Criminal Justice Club, *Member*

Jan. 20xx-Present

Career Readiness Certificate, Office of Career & Workforce Development

Spring 20xx

Stroud Hall Council, *Vice President*

Oct. 20xx-Present

Content Tips

Use a professional email address.

Your email address should not be underlined nor hyperlinked (remove by right-clicking and selecting "remove hyperlink").

Use a qualifications, skills or summary section to highlight 4-6 strengths that are **relevant** and **important** to the employer/organization.

Use action verbs to describe your experience. Do not list every task you performed; focus on those tasks/skills that relate to your career.

Remember even employment unrelated to your career can demonstrate the skills you've gained.

Create and list sections in order of importance to the employer (Internship, Related, Research, etc.) and present information of interest to them – be detailed but brief.

Do not put 'References Available Upon Request' *nor* a list with names and contact information. Save this for a