

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*)

Kutztown, PA 570.123.1234 ajobxxx@live.kutztown.edu

Profile (*WHAT you have to offer*)

Bilingual senior majoring in Criminal Justice, educated in the fields of law enforcement, the courts, and corrections, seeking Fall semester internship with at-risk teens.

Skills & Qualifications (*WHAT you have to offer*)

- Fluent 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.

Education

B.S. Kutztown University of Pennsylvania Major: **Criminal Justice** Kutztown, PA May 20xx
Minor: **Psychology**
GPA: 3.40

Study Abroad: Ireland, Literacy Landscapes of the Island Summer 20xx

Related Courses

Ethics, Juvenile Justice System, Community Corrections, Environmental Psychology

Honors

President's Scholarship, Kutztown University, Kutztown, PA 20xx-20xx
Dean's List 20xx, 20xx

Internship Experience

Intern, ABC Township, Old Town, PA Fall 20xx
• 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.

Related Experience

Volunteer, KUBok Neighborhood Watch, Kutztown, PA Nov. 20xx-Present
• In conjunction with borough residents and police, monitor streets of Kutztown during peak social hours to keep students and residents safe.

Extern, Coopersburg Police Department, Coopersburg, PA July 20xx
• Observed daily duties of police officers during a ride-along experience.

Work Experience

Desk Receptionist, Bonner Hall, Kutztown University, Kutztown, PA Jan. 20xx Present
• Greet guests and residents, enforce visitation policy and check guest identifications.
• Answer questions, perform administrative and clerical tasks.

Head Life Guard, Hillcrest Swim Club, Center Valley, PA Summer 20xx
Life Guard Summers 20xx and 20xx

- 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 Jan. 20xx-Present
Career Exploration Certificate, Career Development Center Spring 20xx
Berks Hall Council, Vice President Oct. 20xx-Present

Content Tips

Use a professional email address (or KU email).

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 separate 'References' page.

Include the **date of writing**. Do not use abbreviations or shorten date formats e.g. 1/21/XX.

The **inside address** includes the prefix and full name of the recipient, job title, name of organization, and mailing address.

The **salutation** begins Dear Mr., Ms., or Dr. followed by the recipient's last name and a colon.

If you are unable to identify the name of the individual to whom your application materials should be sent, address the letter to "Dear Hiring Manager" or in the case of graduate school "Dear Selection Committee."

Close your letter with "Sincerely" followed by a comma.

Leave 4 blank lines for your signature.

Type your name and full contact information.

Type the word *Enclosure* or *Enclosures* to indicate that you have enclosed a resume and/or other documents.

January 20, 20xx

(4 blank lines)

Ms. Laura Mellner
Executive Director
Northeast Youth Programs
01010 Norway Drive
Philadelphia, PA 19114

(1 blank line)

Dear Ms. Mellner:
(1 blank line)

As a senior professional writing major graduating this May from Kutztown University, I was excited to find your Marketing, PR and Community Outreach Specialist posting on Handshake. I am familiar with Northeast Youth Programs and the extraordinary service you provide to youth and families in Delaware County.

(1 blank line)

You will note on my enclosed resume, I have experience in various areas of public relations and marketing. My public relations internship with the American Red Cross of Delaware County provided me with the opportunity to work closely with a Board of Directors in a non-profit setting. I also worked daily with the director to plan, market, and execute the agency's largest fundraiser of the year: a benefit dance which raised over \$30,000. My duties included writing press releases and articles for the monthly newsletter, updating content on the agency website, soliciting donations from area businesses, maintaining a guest and donor list in Microsoft Access, and communicating with vendors. Planning an event of this magnitude requires the ability to multitask, as well as excellent communication skills, close attention to detail, and the ability to work both independently and as part of a team. In addition to this internship, I had the privilege to serve as my sorority's Community Outreach Chair where I communicated and worked with both campus and community residents to organize volunteer activities for my chapter. I coordinated a small team of volunteers who organized a fundraising project netting over \$5,000 for a charity; the experience of creating both on-line and in-print campaigns further strengthened my public relation skills.

(1 blank line)

I am very excited about the possibility of working at Northeast Youth Programs. I would appreciate the opportunity to meet with you to discuss my credentials. Please let me know if you need additional information or writing samples. I am available for an interview at your convenience. Thank you for your time and consideration.

(1 blank line)

Sincerely,

(4 blank lines for signature)

Anita Jobb
123 Main Street
Philadelphia, PA 19104
570.123.1234
ajobb***@live.kutztown.edu

(2 blank lines)

Enclosure

Cover Letter Sample

BEFORE YOU START writing, review the *needs and requirements of the position or program for which you are applying*. In your letter, make every effort to show the *connections between your qualifications and their requirements/needs*.

Set your margins to at least 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 paragraphs.

Left justify the entire letter.

Do not indent paragraphs.

Use same font style and size as your resume.

In the **opening paragraph**, catch the reader's attention with a strong first sentence. Be sure to include:

- The position or program for which you are applying.
- How you heard about the position.
- Why are you interested in this position, program, or organization.

In the **second paragraph** (and possibly the third), explain:

- How your skills, knowledge, and/or experience relate to the position requirements or qualifications.
- What you can contribute to the organization and how you can help it meet its goals or support its mission.

Do not just re-list what is on your resume, be sure to express what you gained from the experiences.

In the **closing paragraph**, reiterate your interest in the position or program.

- Make a request for an interview.
- Thank the reader for his/her consideration.