



*Muhlenberg*

# Resume Guide

## Muhlenberg College Career Center

Lower Level, Seegers Student Union  
484-664-3170  
careers@muhlenberg.edu  
[www.muhlenberg.edu/careercenter](http://www.muhlenberg.edu/careercenter)

Hours of Operation  
Monday - Friday: 8:30 a.m. - 5:00 p.m.

**S**ince no two people have the exact same career-related experiences, no two individual resumes are fully alike. However, there are guidelines we should all follow so that our various accomplishments are featured in the best possible way.

## Characteristics of a Good Resume

- Brief
- Meticulous
- Consistent
- Well Organized
- Dynamic
- Targeted

**B**rief (depending on field and experience level). Keep your resume to one page. Unless you have considerable work experience and/or advanced degree(s), one page is appropriate. Later in your professional career, your resume can expand to two pages. High school information should be removed after your first year at Muhlenberg. Consistency is important. For example, if you abbreviate Pennsylvania (PA) in your contact information, continue to do so throughout the resume. Use action verbs to describe your duties and how you accomplished them when addressing your experiences. Spelling and/or grammatical errors should be non-existent in a resume. It is important that you carefully organize the information so that it demonstrates your strong points at-a-glance, while emphasizing your achievements and skills.

### Action Verb List

#### Accounting

Record  
Assess  
Audit  
Prepare  
Maintain  
Forecast  
Calculate  
Estimate  
Figure  
Appraise  
Examine  
Measure  
Verify

#### Administration

Monitor  
Track  
Assess  
Coordinate  
Organize  
Requisition  
Access  
Receive  
Process  
Serve  
Furnish

#### Analysis

Qualify  
Clarify  
Quantify  
Infer  
Discover  
Conceptualize  
Discern  
Interpret  
Dissect  
Review  
Observe  
Assess

#### Consulting

Troubleshoot  
Problem Solve  
Assess  
Assist  
Arrange  
Guide  
Counsel  
Survey  
Serve  
Contribute  
Motivate  
Train

#### Counseling

Facilitate  
Listen  
Sense  
Intuit  
Assess  
Analyze  
Assist  
Align  
Help  
Understand  
Inform

#### Editing

Review  
Analyze  
Check  
Compare  
Comment  
Correct  
Rewrite  
Revise  
Rework  
Amend  
Improve  
Initiate  
Investigate

#### Design

Organize  
Explore  
Formulate  
Sketch  
Draw  
Draft  
Layout  
Create  
Plan  
Style  
Pattern  
Build

#### Finance

Analyze  
Invest  
Budget  
Inventory  
Evaluate  
Appraise  
Construct  
Develop  
Acquire  
Deploy  
Manage  
Project

#### Human Resources

Assess  
Survey  
Screen  
Analyze  
Interview  
Select  
Train  
Mediate  
Appraise  
Coordinate  
Align

#### Information

Appraise  
Program  
Link  
Coordinate  
Manage  
Process  
Document  
Categorize  
Design  
Structure  
Inventory  
Analyze

#### Innovating

Create  
Modify  
Change  
Upgrade  
Improve  
Design  
Activate  
Restructure  
Establish  
Stimulate  
Implement  
Transform

#### Investigate

Pursue  
Interrogate  
Question  
Analyze  
Intuit  
Seek  
Search  
Probe  
Coordinate  
Explore

#### Leadership

Create  
Lead  
Encourage  
Manage  
Organize  
Compare  
Inspire  
Represent  
Govern  
Direct  
Advise

#### Management

Coordinate  
Facilitate  
Plan  
Schedule  
Delegate  
Mediate  
Evaluate  
Strategize  
Develop  
Listen  
Counsel

#### Marketing

Review  
Assess  
Survey  
Analyze  
Quantify  
Identify  
Announce  
Promote  
Advertise  
Advance  
Boost  
Improve

#### Mechanical

Analyze  
Construct  
Craft  
Troubleshoot  
Create  
Design  
Engineer  
Repair  
Align  
Coordinate  
Manipulate  
Examine

#### Organizing

Simplify  
Classify  
Organize  
Prioritize  
Maintain  
Liaison  
Assist  
Support  
Arrange

#### Persuading

Present  
Articulate  
Clarify  
Challenge  
Negotiate  
Inquire  
Reason  
Influence  
Convince

#### Program Development

Analyze  
Design  
Construct  
Develop  
Prepare  
Strategize  
Coordinate  
Formulate

#### Public Relations

Assess  
Prepare  
Coordinate  
Present  
Negotiate  
Publicize  
Strengthen  
Promote

#### Research

Identify  
Evaluate  
Review  
Assess  
Test  
Compare  
Analyze  
Criticize  
Explain

#### Teaching

Educate  
Tutor  
Stimulate  
Inform  
Instruct  
Facilitate  
Awaken  
Explore  
Advise

#### Technical

Conceptualize  
Design  
Troubleshoot  
Inspect  
Locate  
Edit  
Analyze  
Implement  
Construct

#### Writing

Conceive  
Construct  
Craft  
Integrate  
Interpret  
Capture  
Abstract  
Express  
Inform

**Y**our resume is usually your first impression with an employer. When viewed this way, it is crucial to make a positive impact with your document. A resume is used to show that you have the knowledge, experience and skills relevant to a particular job and to entice the employer to interview you. Since most employers spend just a few seconds scanning a resume, the information must stand out. The basic resume format is below along with additional samples.

## **NAME**

Address

Phone Number • Email • LinkedIn URL

## **EDUCATION**

Muhlenberg College, Allentown, PA

Graduation Month & Year

Major (track or emphasis if applicable):

Minor:

GPA: (3.0 or above ONLY)

## **OPTIONAL SECTIONS (AWARDS, STUDY ABROAD, RESEARCH, CLASS PROJECTS, ETC.)**

List accomplishments and dates.

## **WORK EXPERIENCE**

Company/Institution/Organization Name, City, State

Month Year - Month Year

***Title of position***

- Job description 1 (start with an action verb and highlight skills, achievements and results).
- Job description 2.
- Job description 3.

## **OPTIONAL SECTIONS (CAMPUS ACTIVITIES, COMMUNITY SERVICE, LEADERSHIP EXPERIENCE, ETC.)**

Company/Institution/Organization, City, State

Month Year - Month Year

***Title of position***

- Job description 1 (start with an action verb and highlight skills, achievements and results).
- Job description 2.
- Job description 3.

## **SKILLS (OPTIONAL)**

List specific computer, language and technical skills.

## Michael E. Bashore

42 Lenox Avenue  
Windewald, NJ 91999  
973-966-3232  
bashore@muhlenberg.edu

### Education

Muhlenberg College, Allentown, PA Expected May 20XX  
Bachelor of Arts  
Honors: Presidential Scholarship, Dean's List (Fall 20XX)

Windewald High School, Windewald, NJ June 20XX  
Class Treasurer; Associate Editor and Business Manager of School Paper  
Graduated in top 10% of class

### Media Experience

The Muhlenberg Weekly, Muhlenberg College August 20XX - present  
*Reporter*

- Report on topics ranging from families that raise seeing eye dogs to profiles of comedians performing on campus.

WB 17, Philadelphia, PA Summer 20XX  
*Reporter for "Kid Time News"*

- Reported events on location from Eagles Training Camp to Philadelphia International Airport.
- Wrote scripts for "Kid Time News" about the Elizabethan Fair.

### Work Experience

Delancey Street Bagels, Windewald, PA Summers 20XX, 20XX  
*Sales Associate*

- Assisted approximately 300 customers per shift during morning and lunch-time rush.
- Collected payment, operated cash register and processed credit card orders.

### College Leadership Activities

*Campus Tour Guide* August 20XX - present

- Communicate effectively while marketing Muhlenberg to prospective students and families.
- Present informational campus tours to groups of various sizes.

*Student Activities Committee, Comedy Committee Head* August 20XX - present

- Introduce and close for comedians performing on campus.
- Call agents to book comedians.

---

**Kim Zhao**

11 Olson Street Philadelphia, PA 44444 • 215.222.1111 • MuleZhao@gmail.com

---

**EDUCATION:**

*Muhlenberg College, Allentown, PA*

May 20XX

Bachelor of Arts in History, Elementary Education Teacher Certification

GPA: 3.8

Honors: magna cum laude; Presidential Scholarship; Honors in History

ePortfolio: (add your personalized link)

**STUDENT TEACHING EXPERIENCE:**

*4<sup>th</sup> grade – Weisenberg Elementary – Northwestern Lehigh School District* November – December 20XX

- Designed and implemented multi-disciplinary units including: weather, descriptive writing, regions of the United States, probability, and a novel unit for Sarah Plain and Tall
- Developed an original paper and pencil assessment for weather unit
- Created a variety of formative assessments in all subject areas
- Established a daily homework check by organizing a checklist and bins for each subject
- Utilized SMART Board technology to facilitate hands-on learning

*1<sup>st</sup> grade – Jefferson Elementary – Allentown School District* September – October 20XX

- Designed and taught a unit with various lessons that included a field trip, role-playing, games, guided instruction, and both cooperative and independent work
- Conducted a performance assessment for fall unit
- Created an interactive fall display throughout the entire first grade hallway
- Led guided reading groups and activities
- Differentiated instruction and assessments for diverse learners in the inclusion classroom

**FIELDWORK PLACEMENTS:**

*4<sup>th</sup> grade – Cleveland Elementary – Allentown School District* Spring 20XX

- Taught a Social Studies lesson on the Amish culture
- Reviewed adjectives, nouns, and verbs in a Mad-Lib about Pennsylvania
- Assisted students in literature circles to learn collaboratively with their classmates

*3<sup>rd</sup> grade – Shoemaker Elementary – East Penn School District* Fall 20XX

- Created a Halloween Mad-Lib to introduce students to adjectives
- Taught students the concept of alliteration in a read-aloud exercise
- Assessed first drafts of student projects for cooperating teacher

*1<sup>st</sup> grade – Central Elementary – Allentown School District* Spring 20XX

- Reviewed counting in a sequence with students
- Conducted a spelling bee of common words called "Sparkle"
- Assisted cooperating teacher with a lesson on money

*Emotional Support – Wescosville Elementary – East Penn School District* Spring 20XX

- Read to students and asked comprehension questions
- Taught a lesson on shapes to a 1<sup>st</sup> grade student with IEP
- Assisted a vocabulary lesson by asking students to fill in the missing word

*5<sup>th</sup> grade – Cetronia Elementary – Parkland School District* Fall 20XX

- Performed a read-aloud interactive lesson activity
- Reviewed multiplication facts with students individually
- Played the math game, "24," with students to improve scores and review math facts

## Kim Zhao, page 2

### RELATED EXPERIENCE WORKING WITH CHILDREN:

*Jewish Community Center, Allentown, PA*  
Intern

Spring 20XX

- Created digital stories with kindergarteners using digital photography
- Implemented a phonics project into the curriculum to review short vowel sounds

*Youth As Resources, (YAR), Bethlehem, PA*  
Advertising/Public Relations Intern

Spring 20XX

- Directed a multicultural fair for Nitchmann Middle School students
- Monitored an after-school program for at-risk sixth and seventh graders
- Designed advertisements for a community service project

*Northampton Holland Quest Camp, Holland, PA*  
Counselor

Summers 20XX – 20XX

- Organized activities and trips for 24 middle school campers
- Mediated conflict with creative problem solving and critical thinking skills
- Published weekly newsletter for campers and parents

*Just For Kids After-School Program, Allentown, PA*  
Mentor for at-risk middle school students

Spring 20XX

- Collaborated with other mentors to foster a fun-loving environment for students
- Guided a variety of activities to entertain the youth and curb any conflict
- Organized a “homework help” table for students

### MUHLENBERG CAMPUS & COMMUNITY ACTIVITIES:

*Omicron Delta Kappa, National Leadership Honor Society*

Fall 20XX – Present

- Participate in community service events and plan group activities

*Muhlenberg Varsity Women’s Soccer*

Spring 20XX – Present

- Commit 15 hours per week to training and competition, exhibiting sportsmanship and leadership on and off the soccer field

### OTHER WORK EXPERIENCE:

*Neff + Associates, Inc., Philadelphia, PA*  
Public Relations Intern

Summer 20XX

- Communicated with clients regarding the direction and status of creative projects
- Wrote radio scripts, taglines, and direct mailers
- Collaborated with six interns to proof and design ads, press releases, and media alerts
- Organized billing and invoice files

*Perkins Family Restaurant and Bakery, Warminster, PA*  
Server and Hostess

Summers 20XX- 20XX

- Related and listened to customers to ensure a pleasant restaurant experience
- Employed suggestive selling strategies to increase sales

### COMPUTER SKILLS:

PC, Mac, Microsoft Office (Word, Excel, PowerPoint, Access), SMART Board

### ADDITIONAL INFORMATION:

Certification of Professional Development in Project Wild 20XX, a national environmental education program sponsored in Pennsylvania by the Pennsylvania Game Commission

## Brian Mathis

1 Danberry Drive, Montgomery, PA 00000 • (217) 222-7777 • brianmathis@gmail.com • LinkedIn.com/BrianMathis

### EDUCATION

Muhlenberg College, Allentown, PA

Expected May 20XX

Bachelor of Arts; Double Major: Economics and Finance

Economics GPA: 3.25, Finance GPA: 3.25, Overall GPA: 3.10

John Cabot University, Rome, Italy

Spring 20XX

Full immersion program. All classes taught in Italian.

### INTERNSHIP EXPERIENCE

New Victory Capital, Jersey City, NJ

Summer 20XX

*Investment Analyst Intern*

- Developed strategic financial plans for prospective clients that are now being used by the marketing group to make financial proposals and recommendations to prospective clients.
- Conceptualized and designed an innovative spreadsheet illustrating monthly trading activity which has been implemented by the investment committee as a tool in making portfolio and investment decisions.
- Researched an updated cost basis for each security held in the client portfolios, streamlining the client portfolio database and allowing clients to make better informed tax-based decisions.

### CLASS PROJECT WORK

Investment and Portfolio Analysis Class

- Examined the basic structure, social function, and performance of security markets.
- Topics covered include the theory of interest-rate determination, portfolio and capital market theory, bond and stock valuation, efficient-market perspectives, and violations of the efficient-market hypothesis.

Current Topics in Financial Markets and Investment Strategies Class

- Explored the role of financial intermediaries, e.g., the Federal Reserve, institutional investors, hedge funds, private equity partners, and investment banks in domestic and foreign markets.

### PROFESSIONAL EXPERIENCE

*Independent Contractor*, Vernon, NJ

Summer 20XX

- Maintained a construction work site; managed a group of five co-workers.
- Purchased construction supplies in the most cost-effective manner possible.
- Researched costs of different suppliers and saved the project +\$6,000.
- Organized budgets and cost projections for inventory acquisitions of projects and maintained accounting data.

Ballyowen Golf Course, Hardyston, NJ

Summers 20XX - 20XX

*Guest Relations*

- Collaborated with operations manager; executed tasks in a team environment to surpass customer expectations.
- Interacted with professional clients on a daily basis.

Mountain Creek Ski Resort, Vernon, NJ

Winter 20XX

*Ski Instructor*

- Interacted with a diverse clientele and took necessary precautions to ensure patron safety.
- Developed unique lesson plans to ensure a high level of comfort during instruction.

### CAMPUS ACTIVITIES

Muhlenberg College Football Team

Fall 20XX - present

- Dedicate 25 hours weekly to practice, meetings, film reviews, and strength-training. Three-year letter winner.

### SKILLS

Software: Microsoft Office Suite (Word, Excel, PowerPoint), MiniTab

Language: Intermediate level of understanding in French and Italian.

**Kevin B. Stevens**

467 Hoover Road, Apt. 7, Allentown, PA 18104  
610-677-5555  
kevinstevens@muhlenberg.edu  
LinkedIn.com/KevinStevens

**Education**

MUHLENBERG COLLEGE Allentown, PA May 20XX  
Bachelor of Arts in Philosophy Overall GPA: 3.376  
Honors: Muhlenberg Scholars Honor Society, Dean's List (all semesters), Presidential Merit Scholar  
Leadership Activities: Student Advisor 20XX and 20XX; M.U.L.E. Society (Muhlenberg Ultimate Leadership Experience)

**Management and Customer Service Experience**

EDDIE BAUER, INC. Whitehall, PA March 20XX – Present

*Management Intern/Sales Associate*

- Successfully completed Eddie Bauer Management Training Program under supervision of Store Manager.
- Shadow managers in daily routine, track employee sales and contests, inform customers of products and promotions, monitor clothing sales.
- Achieve and surpass weekly sales goals in excess of \$8,000, promote credit program and process credit applications (20-30 per week), supervise new personnel during holiday season (10-15 new hires).

WEYERBACHER BREWING COMPANY, INC. Easton, PA July 20XX – August 20XX

*Associate*

- Conducted brewery tours for groups of approximately 15 people and handled merchandise sales.
- Initiated and developed customer service relationships.

JUST FOR FEET, INC. Whitehall, PA January 20XX – May 20XX

*Sales Associate/Team Leader*

- Recommended footwear products and promotions to customers.
- Established and developed customer service trainings used by store management.
- Initiated team selling contests and other strategies which grew sales by 18% in 3 months.

**Communication Experience**

91.7 FM WMUH Allentown, PA September 20XX – Present

*Head of the Music Department*

- Supervise six essential station personnel.
- Receive and process all music and promotional materials, maintain 50,000 volume music library, correspond with major recording and promotion companies on a daily basis.
- Plan and promote community and college events, manage fund raising efforts to bring in +\$5,000 in revenue.

*On-Air Programmer*

- Program 3-10 hours of live entertainment per week.
- Maintain playlists, transmitter logs, FCC-mandated schedules, and other required paperwork.

ARTSQUEST, INC. Bethlehem, PA January 20XX – July 20XX

*Assistant to the Director of Performing Arts*

- Collaborated with Director to coordinate performer schedules and event production for Musikfest 20XX in Bethlehem, PA.
- Produced staff memos and press releases relating to performers, reviewed material submitted by artists.
- Maintained performer files and contracts, secured necessary resources to fulfill performer riders and contracts (lodging and transportation).



## Kathryn Gorson

987-879-8765  
111 Woodcrest Terrace, Amawalk NJ 10501  
gorson.kathryn28@gmail.com  
www.linkedin.com/in/gorsonkathryn

### EDUCATION

- Muhlenberg College, Allentown, PA Expected Graduation: May 2016  
Bachelor of Arts: Media & Communication, Business Administration (Marketing)  
Cumulative GPA: 3.59
- Dublin City University: Spring Study Abroad, Dublin, Ireland January-May 2015  
Obtained and advanced various digital media skills such as Mac operating systems, iMovie and Photoshop Elements
- IAU College: Fall Study Abroad, Aix-en-Provence, France August-December 2014  
Developed language skills by excelling in courses within Global Marketing and French literature while living with a host family and immersion in a new culture

### RELEVANT EXPERIENCE

- Muhlenberg College Career Center, Allentown, PA May 2015-Present  
*Employer Relations Associate*
- Selected for the Presidential Assistantship, a year-long highly-selective program, assuming responsibilities of a part-time entry-level manager in the Career Center
  - Coordinate employer visits to campus for events such as On-Campus Interviews, Info Tables, and Mock Mania in direct communication through email, phone calls, and in-person meetings
  - Act as a liaison between employers, the Career Center, and students to create and maintain relationships
  - Succeed in managing both academic and work life by working 20 hours/week in the Career Center and taking classes part time to complete degree in four years
  - Guide students through the campus recruiting process using presentations, individual meetings, and phone calls
  - Adapt to change during re-structuring of office and on-boarding new team members in a fast-paced environment
- Joe O'Reilly Ireland Tour Group, Dublin, Ireland March-May 2015  
*Intern*
- Created and proof-read detailed technical files for visiting groups including menus, activities, and accommodations
  - Prepared proposal presentations for future clients, including venues, accommodations, and transportation
  - Contacted clients and suppliers through email and phone to solidify all details before arrival
- Youth Assembly at the United Nations, Greenwich, CT May-August 2014  
*Social Media Intern/Press Liaison*
- Improved social media impact on several platforms (Twitter, Facebook, LinkedIn) to promote and emphasize the benefits of the Youth Assembly at the United Nations
  - Increased Facebook engagement by 12% and gained over 1,000 likes over the span of 3 months
  - Live-tweeted and posted to Facebook directly from the 4-day long Youth Assembly; approximately 7 posts per hour
  - Collaborated with a team of interns and professionals to actively add to the outcome, execution, and success of the Youth Assembly at the United Nations

### CAMPUS LEADERSHIP

- Muhlenberg College Class Council, Chair of Signature Events May 2013-Present
- Established and executed programming to foster relationships between students in the Class of 2016
  - Organized all aspects of campus events, such as Muhlenberg Idol, including venue prep, entertainment, and catering
  - Promoted events to a diverse group of students and faculty through posters and social media
- Muhlenberg College Adopt-a-Grandparent, Volunteer September 2013- Present
- Participate in weekly visits to the local assisted living home to provide companionship to the elderly

**Jennifer L. Williams**  
17 Dorney Road  
Hackettstown, NJ 00000  
Jennifer\_L\_Williams@yahoo.com  
(201) 475-1111

## EDUCATION

Muhlenberg College, Allentown, PA May 20XX  
Dual degree: Bachelor of Arts and Bachelor of Science  
Major: BS Biology Concentration: Pre-Medicine  
Honors: Presidential Merit Scholarship, Phi Sigma Tau, Dean's List (all semesters)  
Relevant Courses: Medical Sociology, Genetics, Genes, Genomes, and Society, Emerging Infectious Diseases

## RESEARCH

Sensitization of Rat Liver to Apoptosis After Ischemia/ Reperfusion Summer 20XX  
*Cell & Developmental Biology Department, University of North Carolina at Chapel Hill*

- Performed Western Blots on samples of ischemia treated rat livers to detect XIAP (X-linked Inhibitor of Apoptosis Protein).
- Presented findings in a formal PowerPoint and poster presentation to the UNC academic community.

Cytotoxic Effects of AZT on Mitochondrial and Nuclear Structure in *Cricetus griseus*, Spring 20XX  
Chinese Hamster  
*Biology Department, Muhlenberg College*

- Collaborated with three other students; designed and performed research.
- Cultured and treated Chinese Hamster Ovary (CHO) cells with various concentrations of Azidothymidine (AZT) to observe cellular toxicity and mitochondrial and nuclear structure.
- Collected observations and data through fluorescent microscopy.

Plant Study & Research Summer 20XX - Spring 20XX  
*Biology Department, Muhlenberg College*

- Collected data, created and conducted experiments on induced resistance as a result of herbivory in the plant Spice Bush (*Lindera benzoin*).
- Presented findings in a poster session to the scientific community of the college.

## LAB SKILLS

Gel Electrophoresis	Preparation of Buffers	Electron Microscopy
Recombinant DNA Techniques	Dissection	Data Analyzing & Graphing
Data Collection	Titration	Western Blots
Cell Culturing	Fluorescent Microscopy	Agarose Gel Preparation

## WORK EXPERIENCE

Office of Admission, Muhlenberg College, Allentown, PA Fall 20XX - present  
*Student Coordinator of Multicultural Life*

- Plan and organize multicultural events such as prospective student overnight visits and the Progressive Dinner.
- Call prospective students and assist Admission Staff in open houses and recruitment.
- Attend and support multicultural events on campus.
- Lead Multicultural Council; draft admission programs to encourage multicultural enrollment and awareness on the campus.

## PRESENTATION

Sensitization of Rat Liver to Apoptosis After Ischemia/ Reperfusion Summer 20XX  
*MURAP Conference, University of North Carolina at Chapel Hill*

## Alicia Milner

58 High Street Apt. 111, Harrisburg, PA 17045  
(717) 555-2222 am123456@gmail.com

### Work Experience:

---

BDO, Harrisburg, PA June 20XX-Present

*Tax Manager*

- Advise clients regarding tax implications of business objectives
- Identify various methods of compliance with federal and state regulations while minimizing tax burdens
- Represent clients before IRS to successfully resolve audits and tax notices
- Act as primary client contact to assist with complex tax –related issues

VITA – Volunteer Income Tax Assistance, Allentown, PA January 20XX-May 20XX

*Trained IRS Assistant*

- Collected and organized documents for low-income residents
- Input tax information into TaxWise program to process tax returns

HACHETTE BOOK GROUP, New York, NY Summers 20XX-20XX

*Summer Intern, Finance Department*

- Worked on 20XX budgeting and 20XX re-forecasting
- Prepared and organized documents needed for a 401(k) audit
- Researched financial information throughout the company’s computer programs
- Checked and verified data for business and financial managers

*Summer Intern, Editorial Department*

- Reviewed and critiqued submitted works from unpublished authors
- Created and organized rejection letters

NEW YORK TIMES, New York, NY Summer 20XX

*Assistant to the Newsroom Sports Department Administrator*

- Completed research for budget projections for 20XX Olympics
- Collected and organized overtime claims for department
- Answered “reporter phone line” for Head Editors of several departments

### Education:

---

Muhlenberg College, Allentown, PA May 20XX

**Bachelor of Arts in Accounting and Business Administration** (double major)

Universiteit Maastricht (Study Abroad Program), Maastricht, The Netherlands August-December 20XX  
International business course concentration

### Community Involvement:

---

Alpha Chi Omega Sorority – National women’s organization dedicated to enriching lives of members and others through volunteerism. Volunteered at Turning Point (shelter for abused women) and Relay for Life. Raised \$1000 for Relay.

### Certifications and Relevant Skills:

---

Certified Public Accountant (State of Pennsylvania, June 20XX)

Microsoft Word, Excel, PowerPoint, Office, Lexis-Nexis Database, Pubtracker, GoFileRoom, GoSystemRS

## Maxwell Grafton

maxwellgrafton@gmail.com  
(201) 123-0000

Height: 5'10" Weight: 190 lbs.  
Hair: Brown Eyes: Green  
Voice: Baritone

### THEATER

Waiting for Godot	Lucky	A Broken Umbrella Theatre
The Kafka Project	Country Doctor	Our Shoes Are Red Production
Wet Blue and Friends	The Man	NYC Fringe Festival
The Amazing Napalm Oven	A-Rod	NYC Fringe Festival
The Maidens Consent	Simon	National Theater of the Arts

### MUHLENBERG THEATER ASSOCIATION

West Side Story	Bernardo	Charles Richter
Galileo	Cardinal Belarmin	Charles Richter
Aunt Dan and Lemon	Raimondo	Jim Peck
A Winters Tale	Clown	Peter Wallace
Man of La Mancha	Anselmo	Charles Richter
South Pacific	Lt. Buzz Adams	Annette Jolles

### FILM

Never Forever	Jeweler	Gina Kim
Hope's Shift	Horatio	Scott Lazar
Bad Night	Stefan	Peter Matzoukas

### TELEVISION

Face Biters	Ricky Martin	MTV Productions
Almost Reality	Dream Date	Oxygen Network Pilot
One Life to Live	Student	ABC-TV
Various background and extra work		

### EDUCATION & TRAINING

<b>Muhlenberg College</b>	Bachelor of Arts	Theater Major / Dance Minor
Acting Coach	Alexandra Borrie	New York

### SPECIAL SKILLS

**Fluent in Spanish**, Dialects (New York, Spanish, Arabic), Comedy Improvisation, Hosting, Singing, Dancing (Modern, Ballet, Hip-hop, Merengue), Magic, Fencing

**I**t's a document that is your first impression. It is important that it has key elements that show your background in a way that's informative and professional. Use this checklist as a guide to make sure your resume is on the right track.

## Appearance & Format

- ✓ No spelling or grammatical errors!
- ✓ Use space between sections, making it easy to read.
- ✓ Use standard font styles such as Ariel, Cambria, Verdana (not cursive), Calibri and Times New Roman.
- ✓ Use 10-12pt size font.
- ✓ Have consistent and balanced margins on all sides - between .5 and 1 inch wide.

- ✓ Name (larger font size and bolded).
- ✓ Contact information (use one phone number and one professional email).
- ✓ Physical address and LinkedIn URL are optional.

## Header

## Education Section

- ✓ List full name of institution(s) and city, state.
- ✓ Spell out degree fully and accurately (Bachelor of Arts or Bachelor of Science) and Major(s), Minor(s).
- ✓ List month and year of expected graduation.
- ✓ Optional: Include your GPA if 3.0 or above.
- ✓ If you studied abroad it should be listed with explanation of what you did.

- ✓ List company/organization name, city, state, job title and dates (month and year to month and year).
- ✓ Start each job description with an action verb in proper tense; never use personal pronouns "I" and "my".
- ✓ When using bullets, be consistent with periods or no periods at the end.
- ✓ Be specific with relevant skills and accomplishments — these statements answer: How? What? For whom?
- ✓ Arrange each experience in reverse chronological order.

## Work Experience

**T**he last sections of your resume should be well built and highlight other areas you want an employer to know about. These sections are also critical as they highlight many keywords that companies' applicant tracking systems will pick up.

## Campus Involvement



- ✓ Can be listed as community service, leadership experience, etc.
- ✓ Format and arrange these sections similarly to “Work Experience” for consistency.

- ✓ Include “hard” skills like specific computer, language (with level of fluency) or technical skills.
- ✓ “Soft” skills like communication, organization, teamwork, etc. should be demonstrated through your experience sections — not listed here.

## Skills Section



## Muhlenberg College Career Center

Lower Level, Seegers Student Union  
484-664-3170  
careers@muhlenberg.edu  
www.muhlenberg.edu/careercenter

Hours of Operation  
Monday - Friday: 8:30 a.m. - 5:00p.m.