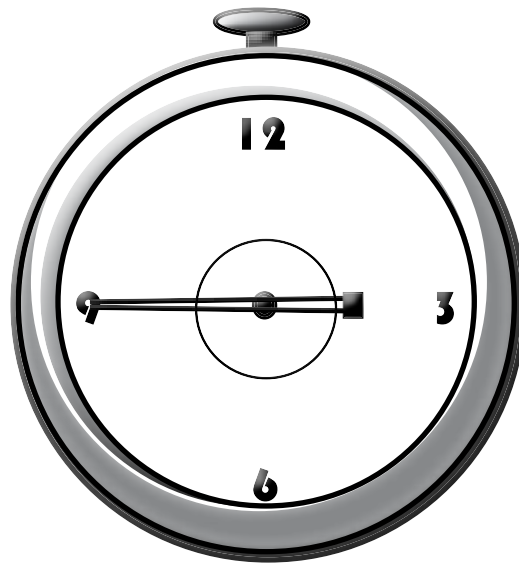


# **2021 Internship Résumé Guide**

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Hanover College  
Levett Career Center

# Internship Résumé Guide



**A 5-second countdown  
begins when an employer  
picks up your résumé...**

**Make an impact!**

**by Margaret Krantz**

## Interns: “Experience required”? Says who?

Often students searching for a job or internship are met with the phrase “experience required.” Don’t be discouraged by this; you can outline your related, or “transferable,” skills to demonstrate to a potential employer that you are worth hiring.

### Draw from your:

#### Classes and Liberal Arts Skills

Comb through your course syllabi; they list the skills and tasks you are expected to develop through the class. Note those skills that are sought by the job or internship you’re applying for (if you aren’t sure, search for the job title through [www.onetonline.org](http://www.onetonline.org) under the tab, “job tasks”). Remember to describe your liberal arts skills (writing, speaking, analysis).

#### For Example:

If you are taking Organizational Communication, the syllabus might state that “[Students will learn to use] critical thinking to analyze the communication that occurs in organizations, gain experience in delivering oral presentations to specific audiences, [and] gain experience functioning in small groups.” These skills can appear in your profile or summary of skills section as below:

- Skilled in critical thinking and analysis
- Experienced in delivering presentations to a variety of audiences
- Active, productive team member

#### Character

Employers most highly value enthusiasm for their job or internship position, but also seek traits such as dependability, punctuality, initiative, quick learning, productivity, flexibility, independence and cooperation, among others. Which of these describe you well?

#### How to Include Them:

Place general trait statements in your profile section, as in the first example below, or as a bullet statement describing your job, as in the second example:

- Possess excellent initiative; quick learner
- Opened and operated office independently in absence of manager

#### Past Experience and Activities

Experience does not have to be formal or paid to be valuable: your clubs, odd jobs, volunteer work, sports, and hobbies have taught you skills that may interest future employers. Research the skills needed for the job or internship you are seeking, and the ways you have developed them.

#### For Example:

- A lifeguard’s tasks can apply to several positions:
- Teach water safety and swim lessons (teaching)
  - Maintain alertness; stay calm in emergencies (police)
  - Manage snack bar; keep accurate records (management)

### Choosing Sections that Fit your Background

Résumés can be as individual as fingerprints. Choose headings and descriptions that show specific employers the ways that you are well-suited for their positions. You should always include your name, contact information and education; however, other possible sections depend on your strengths and the relevance to the job or internship you are seeking. Here are a few possibilities:

- Related Experience (can include related volunteer or extracurricular activities as well as paid jobs)
- Other Experience
- Leadership Activities
- Honors and Awards

- Summary, Profile, or Highlights of Skills (lists facts that are true about you, but may not have been demonstrated in an organized activity or job.)
- \_\_\_\_\_ Skills (related to your field, e.g., Computer Skills, Laboratory Skills, or Teaching Skills)
- Volunteer Experience
- Extracurricular Activities
- Objective (these are becoming less common today. If you include one, be sure to make it brief and clear. Avoid phrasing it in terms of the ways the job or internship would benefit you; employers want to know how they will benefit from hiring you.)

## Great Verbs for Résumés

### Personalize This List!

Using 2 different colored pens, highlight:

- Verbs describing your own work experience, and
- Verbs required by your career goal.

Then use the verbs that overlap on your résumé!

### Use O\*Net!

Be sure to visit O\*Net (occupational information from the US Department of Labor’s Bureau of Labor Statistics, URL below) to help you with job search information. You will be able to:

- Get a list of specific job tasks to help you tailor your résumé,
- Find alternative job titles for the position to help you in your job search,
- Discover related jobs that might interest you as much as or even more than the one you are targeting,
- Watch videos of people performing the jobs,
- Find salary information for your state, and
- Enter your skills and/or interests to discover the types of jobs that match them.

### Here’s how you get information for your résumé on O\*Net:

- Go to [www.onetonline.org](http://www.onetonline.org).
- Select on “Find Information,”
- Type the job you’re targeting,
- Select the best match from the list it provides.
- Scroll to the “Job Tasks” section, which will give you vocabulary that is very helpful in writing your résumé.
- For even more insight into the specific tasks a job requires, click on the “Details” tab at the top of the page.
- To print this information, click on “save table: xls”

Accomplished	Edited	Persuaded
Acquired	Enabled	Planned
Adapted	Established	Prepared
Addressed	Evaluated	Presented
Administered	Examined	Processed
Advertised	Exceeded	Procured
Advised	Expedited	Produced
Allocated	Explained	Programmed
Analyzed	Facilitated	Projected
Appraised	Financed	Promoted
Approved	Fired	Proposed
Arbitrated	Formulated	Protected
Arranged	Forecasted	Provided
Assessed	Founded	Publicized
Assigned	Generated	Published
Audited	Guided	Purchased
Authored	Handled	Recommended
Balanced	Hired	Reconstructed
Boosted	Identified	Recruited
Briefed	Illustrated	Referred
Budgeted	Implemented	Released
Calculated	Improved	Reported
Chaired	Increased	Represented
Clarified	Influenced	Researched
Coached	Informed	Reviewed
Collaborated	Initiated	Revised
Collected	Inspected	Revitalized
Communicated	Instituted	Scheduled
Compiled	Instructed	Screened
Composed	Integrated	Secured
Computed	Interpreted	Selected
Conducted	Interviewed	Set up
Configured	Introduced	Sold
Consulted	Invented	Solved
Contracted	Investigated	Solicited
Convinced	Launched	Spoke
Cooperated	Led	Stimulated
Coordinated	Maintained	Strengthened
Corresponded	Managed	Succeeded
Counseled	Marketed	Summarized
Created	Mediated	Supervised
Critiqued	Mentored	Surveyed
Decided	Moderated	Synthesized
Delegated	Monitored	Systematized
Demonstrated	Motivated	Taught
Designed	Negotiated	Tested
Determined	Notified	Trained
Developed	Operated	Translated
Devised	Organized	Tutored
Directed	Originated	Updated
Discovered	Oversaw	Upgraded
Documented	Participated	Verified
Drafted	Performed	Wrote

# Résumé Formatting Tricks

Your formatting choices can have a major impact on the effectiveness of your résumé, especially during the first quick glance that sorts you into the “no” or “maybe” pile. Use the strategies below to draw the attention of the reader.

## The Hot Zone

We read English from top to bottom and from left to right. Therefore, to emphasize key ideas, place them near the top left, as in the example to the right.

In your lists of tasks (not jobs), always begin and end with the two most related to your goal, as readers are more likely to notice and remember the first and last listed items. If your reader is only skimming, you will still make your point effectively.

<b>Profile</b>	<ul style="list-style-type: none"> <li>• Skilled in using Adobe InDesign, QuarkXpress and Microsoft Word</li> <li>• Experienced in preparing, rewriting and editing copy</li> <li>• Have written over 75 research papers at least 5 pages in length</li> <li>• Familiar with <i>Chicago Manual of Style</i></li> </ul>
<b>Education</b>	<p><b>Bachelor of Arts</b> Hanover College, expected graduation date: May 2022 Major: English, Minor: History Senior Thesis: “The Rabbit’s Hole” inspired by Lewis Carroll’s <i>Through the Looking Glass</i></p>
<b>Related Experience</b>	<p><b>Intern, Louisville Courier-Journal, Summer 2021</b></p> <ul style="list-style-type: none"> <li>• Wrote copy for sales materials, in-paper promotional advertising, advertisers’ newsletter and other marketing materials</li> <li>• Proofread and edited copy, responsible for layout</li> <li>• Researched in-paper campaigns, participated in development of creative concepts, wrote copy for campaigns</li> <li>• Developed newsletter topic ideas</li> </ul> <p><b>News Editor, The Hanover College Triangle, 2020 – 2021</b></p> <ul style="list-style-type: none"> <li>• Assigned stories to reporters and wrote copy on QuarkXpress</li> <li>• Oversaw layout and editing of news section; motivated staff</li> <li>• Developed story ideas as a team member</li> </ul> <p><b>Writing Center Tutor, Hanover College, 2019 – 2021</b></p> <ul style="list-style-type: none"> <li>• Edited student papers for grammatical and syntactical correctness</li> </ul>

**Intern, Louisville Courier-Journal, Summer 2021**

- Wrote copy for sales materials, in-paper promotional advertising, advertisers’ newsletter and other marketing materials
- Proofread and edited copy, responsible for layout
- Researched in-paper campaigns, participated in development of creative concepts, wrote copy for campaigns
- Developed newsletter topic ideas

**News Editor, The Hanover College Triangle, 2020 – 2021**

- Assigned stories to reporters and wrote copy on QuarkXpress
- Oversaw layout and editing of news section; motivated staff
- Developed story ideas as a team member

## Visual Accents

Visual accents are like seasoning in a bland dish: they add appeal, but only if used with restraint and balance. Draw attention to key points through use of:

- bullets,
- boldface type, and
- uncommon punctuation (quotation marks, etc).

Break up text blocks with white space and bold type.

Note: See the opposite page for tips on making bullets that don’t include problematic formatting.

**Intern, Louisville Courier-Journal, Summer 2021**

- Wrote copy for sales materials, in-paper promotional advertising, advertisers’ newsletter and other marketing materials
- Proofread and edited copy, responsible for layout
- Researched in-paper campaigns, participated in development of creative concepts, wrote copy for campaigns
- Developed newsletter topic ideas

**News Editor, The Hanover College Triangle, 2020 – 2021**

- Assigned stories to reporters and wrote copy
- Responsible for layout and editing of news section

## Repetition

Like a hammer pounding a nail, repetition drives your point home. Be sure to restate your strengths in varying ways whenever possible, while avoiding repetition of things not related to the position. Bear in mind that referring to any skill twice emphasizes it; adding a third mention of it makes it a focal point.

**Intern, Louisville Courier-Journal, Summer 2021**

**News Editor, The Hanover College Triangle, 2020 – 2021**

**Learning Center Tutor, Hanover College, 2019 – 2021**

**Editor-in-Chief, The Jetstream, 2017 – 2018**

## Length

The more space you spend describing an activity, the more you ensure that the reader will notice it and the more important the activity will seem. Be sure only to describe those things readers need to know to decide to hire you for their position.

- Skilled in using **Adobe InDesign, QuarkXpress** and Microsoft Word
- Able to meet deadlines and to work under time constraints
- Have written over 75 research papers at least 5 pages in length

**Intern, Louisville Courier-Journal, Summer 2021**

- Wrote copy for sales materials, in-paper promotional advertising, advertisers’ newsletter and other marketing materials
- Proofread and edited copy using **InDesign**; responsible for layout

**News Editor, The Hanover College Triangle, 2020 – 2021**

- Assigned stories to reporters and wrote copy using **QuarkXpress**

## Consistency

Choose a style and stick with it. Your heading for each job should give the same information in the same order with the same punctuation in each case. Watch details such as matching dashes, consistent use of commas to separate information, and final periods.

## Type Bullets Anywhere!

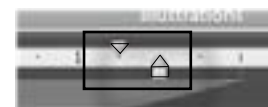
In general, you are better off not using your word processor’s bulleted lists option when writing your résumé, as the software will insert unwanted formatting along with the bullets. Instead, use your keyboard shortcut to type bullets anywhere, as below:

**Experience:** • Tutor college students in calculus and statistics

**Mac Users:** Type Option + 8.

**Windows Users:** Alt + 0149 or 0183

To indent wrapped text (as above), drag the lower triangle in the tab bar to the right (as shown to the left here).



## “An Owed to the Spelling Checker”

I have a spelling checker  
It came with my PC  
It plane lee marks four my revue  
Miss steaks aye can knot sea.  
Eye ran this poem threw it,  
Your sure reel glad two no.  
Its vary polished in it’s weigh  
My checker tolled me sew.  
A checker is a bless sing,  
It freeze yew lodes of thyme.  
It helps me right awl stiles two reed,  
And aides me when aye rime.  
Each frays come posed up on my screen  
Eye trussed too bee a joule  
The checker pour o’er every word  
To cheque sum spelling rule.

—Anonymous from the Internet

## Important Advice for the Digital Age

- Save your résumé with your name in the file name (CarlSandberg.resume\_10-17) in one of two formats:
  - **MS Word** (for most attachments and for scannable documents)
  - **PDF** (if you need to preserve special formatting)
 Occasionally, you may find specific instructions for other formatting:
  - Plain text (to include in the body of e-mail messages)
  - Unformatted plain text (for certain online submissions)
- Employers recommend that you omit your street address from résumés submitted to online job boards (your e-mail address and phone number are enough.)
- Use your Hanover e-mail address or set up an account in gmail with a professional name, (e.g., smithhh@gmail.com rather than beerguzzler@hotmail.com). Don’t give a work e-mail address or phone number.
- Clean up your Facebook page and tagged photos. Employers will Google you: make a positive impression. Do you blog in your own name? Keep it professional, or use a pseudonym; cyberspace has a long memory!
- Develop a profile on LinkedIn.com, the professional networking site. Save your profile with a user-friendly name, and include it on your résumé.
- Set up your cell voice mail with a clear and professional greeting, as well. Not sure yours is okay? If your most formal adult friend or relative can’t understand it or wouldn’t approve of it, change it.

## Marcie L. Cicero

Font: Times New Roman 11 point  
Goal: Camp Counselor

Hanover College, Unit 2021  
Hanover, IN 47243

(812) 599-5555  
cicerom22@hanover.edu

### Highlights of Skills:

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- Experienced in planning activities for children and adolescents
- Skilled in motivating others; enthusiastic and energetic
- Experienced in program coordination
- Possess strong organizational and customer service skills

### Education:

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Earning Bachelor of Arts, Hanover College, Expected Graduation Date: May 2022  
Classics Major, Cumulative Grade Point Average: 3.2; Dean's List

### Related Experience:

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- Learning Center Tutor**, Hanover College (September 2021 – Present)
- Work with students, provide individual meetings, and teach communication skills
  - Assist drop-in students to develop essays and organize ideas; understand and explain rules of grammar
  - Provide advice for adjusting to college-level work; answer questions
  - Have received excellent evaluations from students and supervisor
- Peer Advisor**, Hanover College (September 2020 – June 2021)
- Mentored group of first year students during transition to college life; developed related programming
- Substitute Teacher**, Southwestern Jefferson County School Corporation (2021)
- Led classes for elementary students, grades 2, 4, and 5, as planned by teacher
  - Kept accurate attendance records; collected and graded assignments; recorded grades in spreadsheet

### Other Activities:

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- Vice President Membership/Recruitment**, Zeta Zeta Zeta Fraternity (2020 – 2021)
- Coordinated chapter recruitment and membership selection process
  - Oversaw all recruitment events; planned and developed activities to draw new members
  - Increased pledge class 10% over previous year
- Office Assistant**, Classics Department, Hanover College (September 2020 – May 2021)
- Used MS Word and cataloguing software to track materials; researched books through interlibrary loan
  - Developed organizational system that was adopted by the faculty of the department
- Staff**, Shoebox Restaurant, Hanover College (September 2019 – June 2020)
- Team Member**, Taco Bell (Summer 2018 – 2019)
- Worked with public; resolved customer complaints
- Vice President**, National Honor Society (2018 – 2019)
- Developed and participated in community service activities; co-led weekly meetings

## A. Virginia Woolf

Font: Cambria 11 point  
Goal: Video Production Internship

1882 Dalloway Street  
London, MA 19410  
(212) 876-3423  
woolfa22@hanover.edu

### Profile

- Experienced in single and multi-camera production techniques, editing, lighting, sound design, and visual effects
- Skilled in delivering presentations to a variety of audiences
- Possess excellent initiative; quick learner
- Experienced in writing and editing news stories

### Education

Earning Bachelor of Arts, Hanover College, Expected Graduation: May 2022  
Major: Communication; Minor: Film Studies  
Cumulative Grade Point Average: 3.36; Dean's List  
*Related Coursework:* Advanced Video Production, Survey of Mass Media, Video Production (created and edited multiple clips), Visual Communication (created and produced a short clip), Screenwriting (wrote a full-length screenplay)

### Related Experience

- Student Broadcast Association**, Hanover College, 2020 – Present
- Direct camera operators for live streaming via Internet
  - Multitask as technical director operating the video switcher
  - Serve as technical director for series of cultural and sporting events that saw viewership increase by 10%
  - Program and administer the character generator for several live stream productions
  - Assist as camera operator during field shoots
  - Set up lighting and sound equipment during interviews and other cultural events around and off campus

### Other Experience and Activities

- Student Ambassador**, Admissions & Financial Aid, Hanover College, 2020 – 2021
- Provided tours throughout campus and hosted prospective students overnight
  - Assisted with the admittance of new students; provided feedback on applicants
  - Maintained communication with students before and after they enrolled
  - Contributed to telemarketing campaign; offered ideas later implemented by College
- Lifeguard**, Bloomsbury Community Pool, Summers 2019 – 2021
- Communicated with public; taught swim lessons; enforced safety rules with public
  - Maintained accurate records of incidents and attendance; trained other lifeguards
  - Promoted to Head Lifeguard in 2021
- Representative**, Hall Government, Crowe Hall, Hanover College, 2019 – 2021
- Organized and led meetings; developed programming to educate and engage residents
  - Reelected in second year based on residents' satisfaction
- Event Planner**, Love Out Loud, Hanover College, 2020 – 2021
- Set up informational programming; promoted events

**Intramurals:** softball, volleyball, and ultimate frisbee

## Deanna Troyer

517 Ball Drive, Unit #10010  
Hanover, IN 47243  
(260) 555-1010  
troyerd22@hanover.edu

**Font:** Arial 11 point  
**Goal:** Human Resources  
Internship

### Profile:

- Proficient problem solving skills, critical and analytical thinking, and communication skills
- Hard working, quick learner who can work independently or as a team member
- Organized and detail-oriented; possess initiative and sound judgment

### Education:

- Earning Bachelor of Arts, Hanover College, expected graduation: May 2022
- Intended major: Psychology; Intended minor: Mathematics
- Business Scholar
- Cumulative Grade Point Average: 3.72
- Dean's List: Fall 2020, Winter/Spring 2021

### Related Experience:

**Office Assistant**, Shawnee Construction, Fort Wayne, IN, Summers, 2017 – Present

- Communicate with customers, employees, and other individuals to disseminate information, take orders, and address complaints
- Update filing: created archive of outdated documents, recovering 25% of filing capacity
- Accurately conduct inventory and maintain databases on computer
- Given commendation at the end of summer for excellence

**President**, Lutheran Student Organization, Hanover College, Spring 2021 – Present

- Effectively run meetings and oversee projects
- Organize transportation to weekly and occasional events

### Other Experience and Activities:

**Freelance Tutoring**, Hanover College, Hanover, IN, 2020 – 2021

- Met twice a week with a student from area high school to assist with Algebra II and Trigonometry
- Student's performance improved by two letter grades by end of year

**Events Server**, Ten Forward Lounge and Country Club, Briar Patch, IN, Summer 2018

- Set up and served at a variety of country club events

### College Activities:

- Member, Alpha Beta Delta Sorority, 2021 – Present
- Member, Psi Chi (Student Psychology Society), 2021 – Present
- Representative, Student Senate, 2020 – 2021

### High School Activities:

- President, National Honor Society, 2018 – 2019
- Lead Tutor, Peer Tutoring, 2018 – 2019
- Captain, Varsity Soccer, 2018 – 2019
- Captain, Academic Super Bowl, 2018 – 2019
- Lead Counselor, Retreat Team, 2018 – 2019

**Font:** Times New Roman 12 point  
**Goal:** Chemistry Internship

## Bethany Crusher

517 Ball Drive, Unit #1701  
Hanover, IN 47243

(317) 555-8740  
crusherb22@hanover.edu

### Profile

- Experienced in laboratory techniques: Thin-Layer Chromatography (TLC), Extractions, Distillations, Recrystallization, Polymerase Chain Reaction (PCR), Gel Electrophoresis, and Titrations
- Experienced in writing laboratory reports clearly
- Possess excellent initiative; detail-oriented; quick learner
- Skilled at analyzing laboratory data using Microsoft Excel

### Education

Earning Bachelor of Arts, Hanover College; Expected Graduation: May 2022  
Major: Biochemistry; Minor: Psychology  
Cumulative Grade Point Average: 3.38; Dean's List (2 Terms)  
Related Course Work: Principles of Chemistry I & II, Ecology and Evolution, Cell and Molecular Biology, and Organic Chemistry

### Related

### Experience

**Student Laboratory Prep**, Hanover College, Hanover, IN; 2021 – Present

- Revise and organize Chemical Safety Data Sheets using systematic formalities for use by Hanover College laboratory department
- Tear down and clean biology and chemistry laboratories, implementing necessary protocols to insure safety of all faculty and students using laboratories
- Clean and restock glassware for biology and chemistry laboratories
- Inventory supplies; keep accurate record of need to reorder chemicals
- Present research findings to chemistry department

**Chemistry Teacher Assistant**, Lourdes High School, Enterprise, IN; 2018 – 2019

- Prepared chemical solutions, set-up and tear down laboratory equipment
- Ran preliminary tests of laboratory procedures, utilizing all safety protocols outlined by Flinn Scientific, Inc., producing 100% yield

### Additional

### Experience

**Childcare Provider**, Lourdes Daycare, Enterprise, IN; 2016 – 2019

- Supervised play groups; created developmental and age-appropriate lessons plans
- Evaluated management of the facility and suggested improvements to the director
- Sanitized toys and play equipment

**Childcare Provider**, Private Homes, Enterprise and Indianapolis, IN; 2015 – 2019

- Observed and monitored children's activities
- Provided engaging atmosphere by initiating age-appropriate activities
- Accompanied children to and from school, on outings, and to medical appointments

### Honors and Activities

**Panhellenic Delegate**, Executive Board, Gamma Lambda Pi; 2020 – Present

**Vice President**, Catholic Student Organization; 2020 – Present

Alpha Lambda Delta National Honor Society; 2019 – Present

American Chemical Society; 2020 – Present

## Alicia Garza

517 Ball Drive, Unit #700  
Hanover IN, 47243  
garzaa22@hanover.edu  
513.555.6900

**Font:** Calibri 12 point  
**Goal:** Political Internship

### Profile:

- Demonstrated communication skills through professional development programs
- Possess strong analytical and persuasive writing skills
- Experienced as an active volunteer in local community

### Education:

- Hanover College**, Hanover, IN Expected graduation: May 2022
- Pursuing Bachelor of Arts in Political Communication
  - Benjamin Templeton Scholar

### Related Experience:

- Fellow**, Organizing for America, Butler County, OH (June – August 2020)
- Worked virtually for eight-hour days aiding presidential grassroots campaign
  - Coordinated community outreach events such as phone-banking, watch parties, etc.
  - Organized and filed call logs and voter registration data; expanded database by 25%

- Fellow**, Presidential Campaign, Butler County, OH (June 2018 – November 2018)
- Developed database for potential voters in Butler County
  - Managed nearly 10 local volunteers within West Chester township

- Attorney General's Chief of Staff**, Buckeye Girls State, Alliance, OH (June 2017)
- Participated in a variety of leadership and communication workshops
  - Ran a campaign and was a quarterfinalist in Attorney General race
  - Wrote and delivered campaign speech to 500+ participants

- Higher Education Ambassador**, Teen Ambassador Board, Columbus, OH (2016 – 2017)
- Advised Ohio elected officials in issues related to teens
  - Researched better methods of communicating access to higher education
  - Presented research solutions to the Attorney General and other elected officials

### Leadership Experience:

- Scholar**, Benjamin Templeton Scholarship Program (March 2018 – Present)
- Volunteered for International Banquet to promote intercultural communication
  - Strategize and implement tactics to stimulate constructive dialogue for on-campus issues

- Communication Director**, Hanover Democrats Club (August 2019 – Present)
- Promoted bipartisan dialogue through social events; club doubled in membership

- Communication Director**, Hanover Black Student Union (April 2018 – Present)
- Designed promotional material for various organization event

## Résumé Rubric

Writing a strong, effective résumé is one of the most demanding parts of preparing for a search. Background research and numerous drafts are required to develop a great document; don't underestimate the effort required for this task. To evaluate the strength of your résumé, rate each of the following from 1-3 (3 is high).

### Content

- \_\_\_\_\_ Your goal is made very clear through the descriptions you have chosen; your résumé skillfully highlights specific related skills, experience, and traits through greater detail.\*
- \_\_\_\_\_ You create a focus by providing a summary or profile emphasizing top achievements and relevant skills.
- \_\_\_\_\_ Your key words are specific and related to your goal.
- \_\_\_\_\_ Your verbs are strong, active, and related to your goal.
- \_\_\_\_\_ Your results include 3 or more strong accomplishments from past experience.\*
- \_\_\_\_\_ Your headings showcase your strengths while matching the job requirements.
- \_\_\_\_\_ **Content Subtotal multiplied by 2** (it is at least twice as important as the other factors)

### Format

- \_\_\_\_\_ Your layout clearly conveys the relative importance of items and prominently features the most important items near top and left.
- \_\_\_\_\_ Your verb tenses correctly match dates.
- \_\_\_\_\_ Your visual highlights effectively indicate key ideas using bold and bullets.
- \_\_\_\_\_ Your fonts are well-chosen, clear, and easy-to-read; your font size is 11 - 12 point for the body and 11 - 14 point for the headings.
- \_\_\_\_\_ **Format Subtotal**

### Mechanics

- \_\_\_\_\_ The length fills page effectively, uses white space well, and conforms to the length standard in the field.
- \_\_\_\_\_ Your proofreading avoids all errors, you use consistent punctuation and explain acronyms.\*
- \_\_\_\_\_ Standard protocol is observed, avoiding unnecessary articles, pronouns, and unrelated skills or information.
- \_\_\_\_\_ Reverse chronological order is used effectively.
- \_\_\_\_\_ **Mechanics Subtotal**
- \_\_\_\_\_ **Overall Total:** Add the (doubled) content to the format and mechanics subtotals.

### How did you do?

- 51 - 60 You've done a great job on your résumé. You have described related transferable skills, experience, and accomplishments in a clear, easy-to-read style. Continue to revise and build your résumé for each job you target.
- 41 - 50 You have a good start on your résumé. You can improve it by gaining more related work experience, by tailoring it to your specific goal, and by reformatting it to add clarity.
- 31 - 40 You have some good elements to your résumé, but it's not ready to share with potential employers yet. You would benefit from an appointment with the Levett Career Center to find strategies to improve it.
- 20 - 30 You have probably just gotten started in writing a résumé, and you may not appreciate the ways your existing background can be described to your advantage. You also may not be familiar with what employers are looking for on résumés. Come to the Levett Career Center to get a jump start with yours; it will be worth your time!
- Note:** For you to have written a strong résumé, you need to have a score of 3 for each of the starred elements and a high score overall.



**Levett Career Center**  
 BSP Resume Component  
 Satisfactory Rating Form

Final Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 CPM Signature: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Appearance and Format	Satisfactory	Key Elements	Satisfactory	
Provide a succinct summary or profile of top achievements and relevant skills (selector speech) with a minimum of three sentences or three bullets.	<input type="checkbox"/>	<b>Headings</b>	<input type="checkbox"/>	
Feature the most important items prominently at the top and left. Use only navy or white paper for hard copies.	<input type="checkbox"/>		Name in bold font (can be 16-18 pt).	<input type="checkbox"/>
Choose one standard typeface (Times New Roman, Arial, Calibri) for the entire document. No colored fonts.	<input type="checkbox"/>		Content information centered using same font size as body text. Avoid double spacing.	<input type="checkbox"/>
Font size: 11 - 12 pt. for section headings; and for body. Should be clear and easy to read. Headings can be in bold.	<input type="checkbox"/>		Provide professional email address ( <a href="mailto:levett@levett.com">levett@levett.com</a> ) include one mailing address unless posting online.	<input type="checkbox"/>
Margins: standard margins are typically one inch. Adjust left margin to achieve an uncluttered document with minimal white space. Bottom margin should be one inch or less.	<input type="checkbox"/>		Phone number (list only one). Voice mail must be set up and greeting must be professional.	<input type="checkbox"/>
Use consistent font (weights, ital, use of punctuation, bullet size and type). Pay close attention to consistency of hyphens and dashes.	<input type="checkbox"/>		Put name and "page 2" on second page, if applicable. Never email a resume with a blank second page (check carefully before and after making it as a PDF).	<input type="checkbox"/>
Choose section headings that showcase strengths while matching job requirements.	<input type="checkbox"/>		Do not include a photo or personal information (i.e., age, height, race).	<input type="checkbox"/>
Use a unique and professional file name (standardize resume_3-14).	<input type="checkbox"/>		Include only exceptional and/or relevant high school information.	<input type="checkbox"/>
Avoid the use of a resume wizard or template.	<input type="checkbox"/>		List educational background in reverse chronological order. Courses should be listed by title, not number.	<input type="checkbox"/>
<b>Grammar, Punctuation, Spelling</b>			Include Cumulative GPA if over 3.0. If not, list major GPA instead if it is over 3.0. Otherwise, omit.	<input type="checkbox"/>
Avoid all grammar errors.	<input type="checkbox"/>	List BSP as "Business Scholar".	<input type="checkbox"/>	
Avoid all punctuation errors.	<input type="checkbox"/>	List employment history in reverse chronological order with emphasis on central skills.	<input type="checkbox"/>	
Avoid all spelling errors.	<input type="checkbox"/>	Avoid using pronouns and address areas required for clarity.	<input type="checkbox"/>	
Spell out acronyms at first mention.	<input type="checkbox"/>	Always include measurable outcomes and accomplishments. Skillfully highlight related experience.	<input type="checkbox"/>	
		Use a variety of strong action verbs that are related to the goal. Verb tenses must match the dates.	<input type="checkbox"/>	