

# RESUMES, COVER LETTERS, AND JOB CORRESPONDENCE

Lebanon Valley College

EDWARD AND LYNN BREEN CENTER  
FOR CAREER AND PROFESSIONAL  
DEVELOPMENT

Lebegern Learning Commons | Lower Level, Mund College Center  
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# Resume Writing

## What is a Resume?

- A resume is a brief summary of your work and/or experiences, education background, and skills.
- Your resume is your first introduction to a potential employer or person in your network. It is a marketing tool, and as such, its purpose is to create enough interest in you to generate an invitation to an interview.
- Employers will spend only 20-30 seconds reviewing your resume. The goal is to articulately show the “fit” between your skills and experiences and what the employer needs.

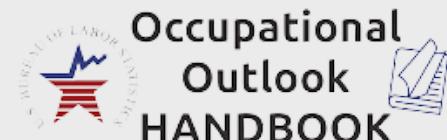
## Steps for Writing a Resume:

1. Research the job description and the company
2. Create a list of your activites and accomplishments
3. Articulate your skills
4. Group your experiences

# Resume Writing

## 1. Research the job description and the company

- Research the company to which you are applying. Read the job description carefully; circle key words of qualities they are seeking or things that describe the organization.
- Review their website and any literature available to help you tailor your qualifications to fit their needs. It may help to research the general industry you are hoping to work in to learn of any trends and characteristics of employees who are successful in the field.
- To find out what skills are desired for a particular occupation, consult the following resources:
  - Occupational Outlook Handbook. Published by the U.S. Department of Labor, this resource provides comprehensive overviews of specific occupations.
  - O\*Net. Search occupations based on your self-prescribed skill sets.
  - Professional Associations in Your Field of Interest. Not sure who or what this might be? Ask a faculty member or career coach for suggestions.
  - Company Websites. If there are organizations in which you're particularly interested, really get to know them (search through their website, follow them on social media, including LinkedIn).



# Resume Writing

## 2. Create a list of your activities and accomplishments

- Write down everything you can think of that you have accomplished during college. Not only will this jog your memory of all your involvement, it can also become a running “Master Resume” where you can keep track of your achievements. Remember, it is not so much the activity, but what you learned or developed through the activity that is of interest to the employer.
- Write down class projects, research experiences, work history, internships (paid/unpaid), volunteer activities, campus involvement, study abroad, etc. This is just brainstorming, so don’t worry about whether or not everything relates to the job.

# Resume Writing



## 3. Articulate your skills



- While brainstorming, you likely listed everything you worked on or tasks you performed. This is a great start. Now, focus on the skills you obtained from such tasks. The following steps will help you think about turning 'run-of-the-mill' bullet points into 'bulked-up' accomplishment statements:

For example:

Skill: What did you do in this setting?  
Structure: What did you learn and/or what skills did you acquire?  
Verb: Add an action verb to what you learned/acquired.  
Clarify: Go back to original duty and clarify by asking yourself - who, what, where, when, why, how?

## 4. Group your experiences

- Start grouping your experiences into different headings. Sample sections might be: Leadership, Student Involvement, Employment Experience, Community Service & Volunteer Work, Relevant Experience, Computer Skills, Internship Experience, Awards & Achievements.
- Each person's resume will be different, so it is impossible to address all the possible sections that may appear. The important thing is to highlight what you have in a way that makes sense to the reader and illustrates what is relevant to the position.

# Resume Writing

- Before writing your resume, it is critical for you to answer the following questions:
  - Know your audience. Who will be reading my resume?
  - Know what they are after. What skill sets and qualifications is the employer looking for in my resume?
  - Know how to articulately convey your fit for the position. How can I demonstrate, through specific examples, my skills and experiences to a potential employer?
- The content and design of your resume should reflect your responses to these questions. Remember we read top to bottom and left to right. So, the information that is most important to your reader should generally appear closer to the top of your resume.



Your Ad Here

# Strong vs. Weak Resumes

## A strong resume...

- Clearly reflects your FIT for the position and employer's needs
- Showcases your strengths and transferable skills as they relate to the position
  - Includes all relevant and transferable experiences such as internships, international experience, research experience, part-time jobs, volunteer work, involvement in student or community organization, leadership experience, significant class projects, etc.
- Is neat and well-organized (such as with bullet points under each experience); is easy to be scanned quickly and is visually appealing
- Has consistent format, font, and grammar usage
- Does not include potentially discriminatory information such as race, gender, religion, national origin, political preference, birthdate, etc.
  - Adding pronouns to resumes is becoming more common in some fields
- Avoids a template format Work from scratch! This will be easiest to customize/edit
- Is error/type-free; contains correct grammar and punctuation
- Lists accurate and clear dates of employment/experiences
- Is printed on quality resume paper or saved as a PDF for emailing and uploading into applications

# Strong vs. Weak Resumes

## A strong resume...

- Presents a professional image of you as an applicant
- Uses compelling action verbs (see pages 13-15 for samples)
- Displays action oriented and results oriented bullet points under each experience
- Avoid personal pronouns (I, me, my) and lengthy paragraphs
- Is proofread by several individuals, including Breen Center staff!
- Avoids high school information, unless you are a first-year or sophomore student OR you're applying for a job at your former high school
- Does not list references-they should be a separate document
- Does not use anything smaller than a 10-point font and .5 inch margins
- Quantifies when possible and uses results-oriented points
- Easy to read font (Arial, Verdana, Calibri, etc.)

Your Ad Here

# Strong vs. Weak Resumes

## Most Common Resume Mistakes

- Document is too long and/or paragraphs and sentences are long winded
- Spelling errors, typos, and poor grammar
- Forgetting to proofread several times
- Exaggerated/false accomplishments and experiences
- Listing references on your resume
- Including potentially discriminatory information
- Unprofessional email address
- Inconsistent formatting
- Using personal pronouns (I, me, my)
- Dates that are inaccurate, vague, or not provided
- Sending a resume without a well-written cover letter

Your Ad Here

# Are You Career-Ready?

## Competency



## Critical Thinking

## Definition

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



## Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



## Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities



## Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



## Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



## Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



## Career and Self-Development

Develop oneself and one's career through personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and building relationships.



## Equity and Inclusion

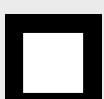
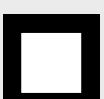
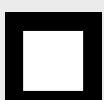
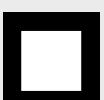
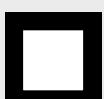
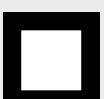
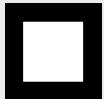
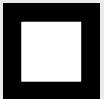
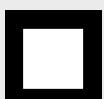
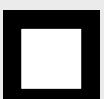
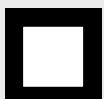
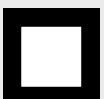
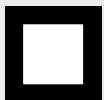
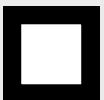
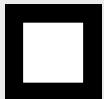
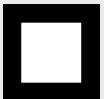
Demonstrate the awareness, attitude, knowledge, and skills required to equitably include people from different cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

# Are You Career-Ready?

Need to  
Develop

Currently  
Developing

Excelling



Your Ad Here

# Interview Preparation



## The STAR Method

The STAR Method is a structured manner of responding to a behavioral-based interview by discussing the specific Situation, Task, Action, and Result of the situation you are describing

### Situation

- Describe the situation that you were in or the task that you needed to accomplish.
- You must describe a specific event or situation, not a generalized description of what you have done in the past.
- Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

### Task

- What goal were you working toward?

### Action

- Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you want and what was your particular contribution?
- Be careful that you don't describe what the team or group did when talking about a project, but what you actually did. Use the word "I", not "we" when describing actions.

### Result

- Describe the outcome of your actions and don't be shy about taking credit for your behavior.
- What happened? How did the event end? What did you accomplish? What did you learn?
- Make sure your answer contains multiple positive results.

# Correspondence

## Correspondence for the Job Search

Effective letters are as important in a job search as a resume. Employers typically read the accompanying letter before they read the enclosed resume. A cover letter that commands the attention of the reader can play a vital role in creating employer interest in following up with a candidate.

### Cover Letter

This is the first letter you send an employer in response to a specific job announcement, and it is accompanied by your resume. In this letter, you are identifying the position for which you are applying and showing persuasively how well your skills fit the position. Its main function is to ask for an interview.

### Letter of Inquiry

The letter of inquiry states your interest in an organization and requests information concerning openings of the type you desire. You may not have a specific job title yet, but you can express your career field of interest. Show that you have done your research on the types of jobs within the organization.

### Letter of Application

This type of letter is written in response to an advertised position. Make the letter a direct reply to the qualifications listed in the advertisement and to other details discovered through your research. Tailor the letter to show how your qualifications and interests match those of the advertised position.



# Correspondence

## Reference Requests

References are people who are willing to speak highly on your behalf to prospective employers. A reference should be able to attest to your professional qualifications, work-related skills, and dependability. Once you have identified someone who you would like to use as a reference, be sure to ask that person in advance if they are willing and able to serve as a positive professional reference for you in the job search.

### Sample Reference Request Email

Subject: Request for a Reference – LVC Student

Dear FirstName LastName: I am applying for the Copy Editor position at XYZ Company in Annville, Pa. Would you be willing to serve as a positive reference for me?

XYZ Company is asking for references to complete a reference form. I have attached my resume as well as the reference form to this email. Please let me know if I may provide any additional information about my experiences or education to assist you in completing the reference form.

I thoroughly enjoyed my undergraduate classes with you (ENG 2XX and ENG 3XX), and I am looking forward to applying the techniques and knowledge that I learned to the world of work as a Copy Editor.

Sincerely,  
LVC Student

# Correspondence

## Thank You Letter

These letters may be written at a variety of times during the job search. The most frequent use is after an employment interview. This letter may be brief, expressing your appreciation for the interview, reemphasizing key points discussed during the interview, and reiterating your interest in the position. Thank you letters can be either hand-written notes or email messages. Ideally, a thank you letter should be written and send within 24 hours.

### Sample Thank You Letter (or email)

Subject (if emailing): Thank You

Dear Dr. Name:

Thank you very much for inviting me to participate in the on-site interview for The Elementary Music Teacher position. I thoroughly enjoyed spending the afternoon learning more about Parkside School District, the position, and the music department. I very much enjoyed the conversations that I had throughout the day; I especially appreciate the details and perspectives that were shared with me from the members of the staff and administration. I am very excited about this opportunity, and I am confident my skills and experience would be an asset to your district.

I look forward to hearing from you soon regarding your decision.

Sincerely,

LVC Student A

# Correspondence

## Sample Email to Employer to Apply for a Position

Subject: Actuary Position - LVC Student

Dear Dr. Name:

Please accept the attached cover letter and resume for the Actuary position that you have available at your company. I have recently graduated from Lebanon Valley College's Actuarial Science program, and have extensive experience with analyzing math.

If you would like additional information, please feel free to contact me at 555-555-5555 or at student@lvc.edu. Thank you for your time and consideration. I look forward to speaking with you about this opportunity!

Sincerely,  
LVC Student D

### Effective Emails

In today's job market, an employer may ask you to email your resume. This should be accompanied by a well-written cover letter. When emailing your resume and cover letter for a position, indicate that you are attaching your resume and cover letter and the type of software (you should always save your final resume and cover letter as separate PDF documents and attach those to the email). Be sure to address the employer directly in the email, just as you do in the cover letter. Remember that the email should be professional, as this is job-related professional correspondence.

# Correspondence

## References

- Prepare a page separate from your resume that lists the names, titles, addresses, and phone numbers of three to five professional references (e.g. current or former supervisors, faculty members, coaches, or advisors) to provide to a prospective employer if requested.
- References should include at least one college professor and at least one former or current supervisor
- Ideally, the professor should have had you as a student in at least 2 classes and/or know you outside of class.
- Ask for permission to send out their name and contact information as a reference. If you have not talked to them in a while, be sure to contact them and reconnect.
- Send references a copy of your updated resume and cover letter and relevant information, such as a copy of your job description or graduate program information.
- Choose a format that best fits your needs and preferences and matches your resume heading and format. Include their names, email and mailing address, phone number, job titles, employers, and relationship to you (e.g. former supervisor).
- Keep your references up-to-date on your progress and be sure to thank them after your search or your graduate school application process is complete.



# Correspondence

## References Example:

Dr. Jane Smith (Advisor, Professor)  
Professor, Department of Mathematics  
Lebanon Valley College  
**101 North College Avenue**  
Annville, PA 17003  
**717-555-5555**  
**prof@lvc.edu**

Sally Jones (Current Supervisor)  
Director, Office of Information Technology  
Lebanon Valley College  
**101 North College Avenue**  
Annville, PA 17003  
**717-555-5555**  
**infotech@lvc.edu**

Robert Smith (Former Supervisor)  
Lab Technician  
Lebanon Valley College  
**101 North College Avenue**  
Annville, PA 17003  
**717-555-5555**  
**labtech@lvc.edu**

# Action Verbs

## Management/Leadership Skills

Administered	Decided	Hosted	Oversaw	Terminated
Analyzed	Delegated	Improved	Planned	
Appointed	Developed	Incorporated	Presided	
Approved	Directed	Increased	Prioritized	
Assigned	Eliminated	Initiated	Produced	
Attained	Emphasized	Inspected	Recommended	
Authorized	Enforced	Instituted	Reorganized	
Chaired	Enhanced	Led	Replaced	
Considered	Established	Managed	Restored	
Consolidated	Executed	Merged	Reviewed	
Contracted	Generated	Motivated	Scheduled	
Controlled	Handled	Organized	Streamlined	
Converted	Headed	Originated	Strengthened	
Coordinated	Hired	Overhauled	Supervised	

## Communication/People Skills

Addressed	Conveyed	Expressed	Mediated	Reinforced
Advertised	Convinced	Formulated	Moderated	Reported
Arbitrated	Corresponded	Furnished	Negotiated	Resolved
Arranged	Debated	Incorporated	Observed	Responded
Articulated	Defined	Influenced	Outlined	Solicited
Authored	Described	Interacted	Participated	Specified
Clarified	Developed	Interpreted	Persuaded	Spoke
Collaborated	Directed	Interviewed	Presented	Suggested
Communicated	Discussed	Involved	Promoted	Summarized
Composed	Drafted	Joined	Proposed	Synthesized
Condensed	Edited	Judged	Publicized	Translated
Conferred	Elicited	Lectured	Reconciled	Wrote
Consulted	Enlisted	Listened	Recruited	
Contacted	Explained	Marketed	Referred	

# Action Verbs

## Research Skills

Analyzed	Determined	Formulated	Located	Surveyed
Clarified	Diagnosed	Gathered	Measured	Systematized
Collected	Evaluated	Identified	Organized	Tested
Compared	Examined	Interpreted	Researched	
Conducted	Experimented	Interviewed	Searched	
Critiqued	Explored	Invented	Solved	
Detected	Extracted	Investigated	Summarized	

## Technical Skills

Adapted	Converted	Fortified	Rectified	Specialized
Assembled	Debugged	Installed	Regulated	Standardized
Built	Designed	Maintained	Remodeled	Studied
Calculated	Determined	Operated	Repaired	Upgraded
Computed	Developed	Overhauled	Replaced	Utilized
Conserved	Engineered	Printed	Restored	
Constructed	Fabricated	Programmed	Solved	

## Teaching Skills

Adapted	Critiqued	Focused	Persuaded	Transmitted
Advised	Developed	Guided	Set goals	Tutored
Clarified	Enabled	Individualized	Simulated	
Coached	Encouraged	Informed	Stimulated	
Communicated	Evaluated	Instilled	Taught	
Conducted	Explained	Instructed	Tested	
Coordinated	Facilitated	Motivated	Trained	

# Action Verbs

## Financial/Data Skills

Administered	Audited	Determined	Measured	Researched
Adjusted	Balanced	Developed	Planned	Retrieved
Allocated	Calculated	Estimated	Programmed	
Analyzed	Computed	Forecasted	Projected	
Apprised	Conserved	Managed	Reconciled	
Assessed	Corrected	Marketed	Reduced	

## Creative Skills

Acted	Customized	Established	Integrated	Photographed
Adapted	Designed	Fashioned	Introduced	Planned
Began	Developed	Formulated	Invented	Revised
Combined	Directed	Founded	Modeled	Revitalized
Conceptualized	Displayed	Illustrated	Modified	Shaped
Condensed	Drew	Initiated	Originated	Solved
Created	Entertained	Instituted	Performed	

## Helping Skills

Adapted	Clarified	Educated	Helped	Resolved
Advocated	Coached	Encouraged	Insured	Simplified
Aided	Collaborated	Ensured	Intervened	Supplied
Answered	Contributed	Expedited	Motivated	Supported
Arranged	Cooperated	Facilitated	Provided	Volunteered
Assessed	Counseled	Familiarize	Referred	
Assisted	Demonstrated	Furthered	Rehabilitated	
Cared for	Diagnosed	Guided	Presented	

# Action Verbs

## Organizational/Detail Skills

Approved	Corresponded	Maintained	Purchased	Set up
Arranged	Distributed	Monitored	Recorded	Submitted
Cataloged	Executed	Obtained	Registered	Supplied
Categorized	Filed	Operated	Reserved	Standardized
Charted	Generated	Ordered	Responded	Systematized
Classified	Implemented	Organized	Reviewed	Updated
Coded	Incorporated	Prepared	Routed	Validated
Collected	Inspected	Processed	Scheduled	Verified
Compiled	Logged	Provided	Screened	

## More Verbs for Accomplishments

Achieved	Exceeded	Reduced (losses)	Spearheaded	Transformed
Completed	Improved	Reduced (issues)	Succeeded	
Expanded	Pioneered	Restored	Surpassed	

Your Ad Here

# Soft Skills

## Communication

Listening  
Negotiation  
Nonverbal communication  
Persuasion  
Presentation  
Public speaking  
Reading body language  
Verbal communication  
Visual communication  
Writing reports and proposals  
Writing skills

## Critical Thinking

Adaptability  
Artistic aptitude  
Creativity  
Critical observation  
Design aptitude  
Desire to learn  
Flexibility  
Innovation  
Logical thinking  
Problem-solving  
Research skills  
Resourcefulness  
Troubleshooting skills  
Willingness to learn

## Leadership

Conflict management  
Conflict resolution  
Deal-making  
Decision-making  
Delegation  
Dispute resolution  
Facilitation  
Giving clear feedback  
Inspiring people  
Management  
Managing difficult conversations  
Managing remote/virtual teams  
Meeting management  
Mentoring  
Motivating others  
Project management  
Resolving issues  
Successful coaching  
Supervising  
Talent management

## Positive Attitude

Confidence  
Cooperation  
Courtesy  
Energy  
Enthusiasm  
Friendliness  
Honesty  
Patience  
Respectability  
Respectfulness

# Soft Skills



## Work Ethic

Attentiveness  
Business ethics  
Competitiveness  
Dedication  
Dependability  
Following direction  
Independence  
Meeting deadlines  
Multitasking  
Organization  
Perseverance  
Persistence  
Planning  
Positivity  
Proper business etiquette

## Teamwork

Accepting feedback  
Collaboration  
Cultural competency  
Dealing with difficult situations  
Establishing interpersonal relationships  
Dealing with difficult personalities  
Intercultural competence  
Interpersonal skills  
Influence  
Networking  
Selling skills  
Team building

## Other Soft Skills

Active listening  
Assertiveness  
Business trend awareness  
Compassion  
Customer service  
Effective communicator  
Emotional intelligence  
Empathy  
Ergonomic sensitivity  
Functions well under pressure  
Interviewing  
Knowledge management  
Performs effectively in a deadline environment

Performance management  
Process improvement  
Resilience  
Safety conscious  
Self-awareness  
Stress management  
Team player  
Technology savvy  
Technology trend awareness  
Troubleshooting  
Willing to accept feedback  
Works well under pressure

# Handshake

Handshake, Lebanon Valley College's comprehensive career management system, connects students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account by logging in at [lvc.joinhandshake.com](http://lvc.joinhandshake.com). To maximize Handshake's potential in your job or internship search, be sure to use the following tips when you are logged in to your Handshake account:

## 1. Update your Profile

- Click the "My Profile" tab on the right-hand side under your name.
- Add copies of your resume/cover letter/transcript to the "Documents" section for easy access.
- Stand out to employers by filling out the various sections of your profile and upload relevant work samples.

## 2. Employer Search

- Search for employers by name, locations, employer type (size/public/private/government), or industry under the Employers heading.
- On the employers' Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities.
- Once you find an employer of interest, you can click on the star in the right-hand corner of their employer page to follow them. You will then receive updates when they post a new job, internship, or event on-campus.

# Handshake

### 3. Events Tab

- Click on the Events tab to see upcoming job fairs, workshops, events, etc.
- See career workshops, employer panels, and online events hosted by the Breen Center for Career and Professional Development.
- Information sessions hosted by employers on campus or virtually will also be listed under the events tab.
- Click Career Fair to see information specifically about upcoming job fairs.
- When you have clicked on a career fair, click on “All Employers” to see who will be attending. Click “View Details” under an employer’s name in the list to learn more about the company, job openings they have posted on Handshake, and more.

### 4. Job/Internship Search

- Click the Jobs tab and use the filters to search for opportunities.
- View Saved jobs/internships by clicking on the Jobs choice and then on the Saved option.

### 5. Schedule an Appointment

- Click on Career Center in the top right-hand corner
- Choose Appointments from the drop-down menu
- Click “Schedule a New Appointment”
- Choose your category
- Choose an appointment type
- Using the arrows, toggle through the days of the week to display the available staff member and days/times
- Identify a day and time that works for your schedule and click the block to open the appointment
- Choose appointment medium (virtual or in-person)
- Click the green Request button

# Sample Resume Outline

---

(Name)

---

(City, State | Phone | Email)

**Summary:** \_\_\_\_\_

**Skills:**

*Make this section count! Do not just list descriptive words. Choose special qualifications or skills related to your career objective (languages spoken, computer knowledge, and communication skills)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Education:**

Lebanon Valley College, Annville, PA

---

*List degree: Bachelor of Arts, Bachelor of Science, Bachelor of Music, etc. Month/year of graduation*

Minor:

GPA:\_\_ (if over a 3.0)

**Internship Experience:**

*Internships/related experiences reveal to an employer that you have experience and interest in your field. Plan to do at least one internship before graduation!*

---

(Company Name)

---

---

(City, State)

---

(Job Title)

---

(Dates)

---

*(Description of duties, start each bullet with an action verb)*

---

---

**Related Experience:**

---

(Company Name)

---

---

(City, State)

---

(Job Title)

---

(Dates)

---

*(Description of duties, start each bullet with an action verb)*

---

# Sample Resume Outline

## Work Experience:

---

(Company Name)

---

(City, State)

---

(Job Title)

---

(Dates)

---

(Description of duties, start each bullet with an action verb)

---

---

## Research Experience:

---

(Title of research project)

---

(Dates)

---

(University or organization sponsoring the research)

---

(Faculty Advisor or Research Supervisor)

---

(Description of project)

---

## Awards/Honors:

---

(Example: Dean's List, Honor Society, nominations count as well!)

---

(Dates)

## Professional Development:

---

(Example: conferences attended, membership in a professional organization)

---

(Dates)

## Campus Involvement/Leadership:

---

(Example: campus clubs or organizations, athletic teams)

---

(Dates)

## Volunteer Experience:

---

(Should be related and current -> need to replace old high school exp. with new college exp.)

---

(Dates)

# Sample Resume

\*Please note that resumes are unique to each individual. You may choose to use other formats or headings for your experiences

2

## LVC Student A

101 North College Avenue, Annville, PA 17003  
(717) 555-5555 | studenta@lvc.edu

### EDUCATION:

Lebanon Valley College, Annville, PA	
Bachelor of Science in Music Education	May 20XX
Bachelor of Arts in Music	May 20XX
GPA: 3.778	
Honors/Awards: Department of Music	Fall 20XX
o Departmental Honors	
o Dean's List	Fall 20XX-Fall 20XX

### TEACHING EXPERIENCE:

Cooperstown High School, Lebanon, PA	
Student Teacher: High School Instrumental	January-May 20XX
• Planned and taught numerous ensemble, sectional, and individual rehearsals and lessons	
• Observed and assisted with administrative tasks of host teacher as needed	
• Practiced and developed pedagogical techniques, conducting skills, and knowledge of repertoire	
South Central Elementary, Lebanon, PA	
Student Teacher: Elementary Vocal/General	January-May 20XX
• Created and followed lesson plans for kindergarten through fifth grade music curriculum	
• Refined and practiced pacing skills for effective teaching and behavioral management	
• Explored a wide variety of classical and modern music forms with students through lesson design	

### RELATED EXPERIENCE:

World Class Drum Corps, Mount Holly, NJ	
Visual Technician: Brass	November 20XX-Present
• Collaborate with other field staff to create and teach marching technique curriculum	
• Clean and refine drill and choreographic material of competitive show	
• Motivate members during mentally, physically, and emotionally challenging circumstances	
Anthracite Philharmonic, Pottsville, PA	
Principal Oboist	May 20XX-Present
• Rehearse and perform public concerts on a bi-annual basis.	
• Repertoire includes works such as Rutter's <i>Requiem</i> and Mussorgsky's <i>Pictures at an Exhibition</i>	
Lebanon Valley College, Annville, PA	
Community Music Institute Instructor	September-December 20XX
• Provided private instruction to grade-school aged instrumental students	
• Created curriculum for musical growth on a student-by-student basis	
• Used varied teaching styles to engage students and cover varied musical topics	
Mountain View High School, Lebanon, PA	
Brass Caption Head, Visual Field Technician	August-December 20XX
• Built and instructed specific curriculum for brass development and growth	
• Defined and critiqued brass and marching technique throughout competitive season	
• Wrote, taught, and adjusted choreography to accent musical performance	

# Sample Resume

LVC Student A  
Page 2

## RELATED EXPERIENCE (continued):

**Upper Valley High School**, Lancaster, PA

*Visual Field Technician*

August-December 20XX

- Defined and critiqued student marching technique throughout fall season
- Taught and rehearsed drill with students to encourage positive habits for later learning
- Used varied teaching techniques in order to engage ensemble

**6**

**Department of Music**, Lebanon Valley College, Annville, PA

*Department Assistant*

December 20XX-December 20XX

- Prepared and serviced various performance venues for on-campus recitals
- Provided recital programs to attending guests
- On call for requests by recital performers/accompanists

## MUSICAL SKILLS AND EXPERIENCES:

*Oboe (Primary Instrument)*

- Studied privately for eight years to improve knowledge and technique
- Frequently hired to perform in churches, orchestral ensembles, and musicals
- Performed in two half-hour recitals featuring a varied repertoire of music for accompanied oboe

Lebanon Valley College

August 20XX-Present

Symphonic Band, Wind Ensemble, Symphony Orchestra, Woodwind Quintet

- Principal Oboist

**6**

*Trombone (Secondary Instrument)*

- Studied under qualified instructors to build skills and familiarity for quality playing
- Performed in a half hour recital featuring repertoire in both classical and jazz styles
- Often hired for chamber groups, pit orchestras, and symphonic bands

Lebanon Valley College

August 20XX-Present

Low Brass Ensemble, Jazz band, M&J Big Band

- Lead Trombonist

*Conducting (Instrumental)*

- Rehearsed and Conducted LVC's Wind Ensemble as part of a Wind Conducting Independent Study
- Featured conductor for LVC's NAfME Middle School Bandfest
- Featured conductor for the Elizabethtown Middle School Band's winter concert
- Pit Orchestra Conductor for PAHS 2010 production of "Into the Woods"

January 20XX/20XX

Winter 20XX

## NATIONAL AND PROFESSIONAL ORGANIZATIONS:

- National Band Association
- Phi Mu Alpha Sinfonia
- World Class Drum & Bugle Corps
- Kappa Delta Pi International Education Honor Society
- National Association for Music Education
  - LVC NAfME Chapter President
- Pennsylvania Music Educators Association

December 20XX-Present

March 20XX-Present

November 20XX-Present

October 20XX-Present

September 20XX-Present

May 20XX-December 20XX

September 20XX-Present

**12**

## COMPUTER SKILLS:

Word, Excel, PowerPoint, Social Media, Finale notation software, Pyware marching software

**8**

# Sample Resume

## LVC Student B

2

studentb@lvc.edu | 555.555.5555

Lebanon Valley College, Suite 340, Annville, PA 17003

<b>SUMMARY</b>	Charismatic and professional financial representative with experience in banking and insurance. Highly adept at cross-selling through promotion and in-depth knowledge of industry products and services. Excellent team player with strong multi-tasking, problem-solving, and organizational skills.
<b>EDUCATION</b>	<b>Bachelor of Science in Business Administration</b> , May 20XX Lebanon Valley College, Annville, PA <ul style="list-style-type: none"><li>• Cumulative GPA: 3.5/4.0; Major GPA: 3.8/4.0</li></ul>
<b>RELATED EXPERIENCE</b>	<b>Financial Network Services</b> , Sydney, Australia, May-August 20XX Unix Administrator Assistant <ul style="list-style-type: none"><li>• Operated Unix Hp/Ux 11i in the transferring of files between development and testing regions</li><li>• Led team of four to configure notebooks and install multilingual software for overseas consultants</li><li>• Created user accounts and set permissions and passwords with UNIX-SCO</li><li>• Performed hardware maintenance, technical support, and software research</li></ul>
<b>PROJECT EXPERIENCE</b>	<b>Lebanon County Humane Society</b> , Lebanon PA, January 20XX-May 20XX MIST 4620: Systems Analysis and Design <ul style="list-style-type: none"><li>• Served as project team leader and developed a database to track the adoption of animals</li><li>• Designed website that allowed viewing of specific animals for adoption</li><li>• Used Visual Basic to set up the user interface</li><li>• Incorporated Java, HTML and Flash interactive website (<a href="http://www.aahumane.gov">www.aahumane.gov</a>)</li></ul>
<b>ADDITIONAL EXPERIENCE</b>	<b>Student Government Association (SGA)</b> , Lebanon Valley College, September 20XX-May 20XX Treasurer <ul style="list-style-type: none"><li>• Managed a budget of \$10,000 and allocated funds as needed</li><li>• Handled all transactions and purchases while ensuring proper account balances</li></ul>
<b>COMPUTER SKILLS</b>	<b>Self-Employed Lawn Service</b> , New Cumberland, PA, Summers 20XX-20XX Lawn Maintenance <ul style="list-style-type: none"><li>• Established and retained customer base in local neighborhoods</li><li>• Gained experience in establishing a small business</li></ul>
<b>HONORS &amp; ACTIVITIES</b>	<b>8</b> <ul style="list-style-type: none"><li>• Programming Languages: Visual, Basic, SQL, C, C++, Java</li><li>• Operating Systems: Windows NT/2000/XP/Vista, Linux, Unix</li><li>• Database: SQL, Server, MS Access, Oracle</li><li>• Internet: ASP, VB Script, JavaScript, HTML, XML, Dreamweaver, ASP.NET, Java Server</li><li>• Software: JCL, SQL, DB2, MS Visio, MS Excel, MS FrontPage, MS Word</li></ul> <b>9</b> <ul style="list-style-type: none"><li>• Vickroy Scholar Recipient</li></ul>

# Sample Resume

101 North College Ave.  
Annville, PA 17003  
(717) 555-5555  
studentc@lvc.edu

## 2 LVC Student C

### EDUCATION

#### Bachelor of Science in Early Childhood (PK-4) and Special Education (PK-12)

May 20XX (Anticipated)

4 Lebanon Valley College, Annville PA

Cumulative GPA: 3.86; Major GPA: 3.90, 3.96

Studied Abroad in Kingston University, London, England

June 20XX

- Exploring cultural differences between educational systems

### 7 HONORS

Dean's List

September 20XX – Present

Leadership Award Scholarship

September 20XX – Present

### TEACHING EXPERIENCE

#### 6 Special Education Teacher Aide, Emotional Support 1-5

May 20XX – June 20XX

South Central Elementary School, Palmyra, PA

#### Student Teacher, Emotional Support 1-5

South Central Elementary School, Palmyra, PA

October – December 20XX

- Differentiated and adapted curriculums as SRA Reading Mastery, WriteSteps, and Journeys Intervention to meet academic and behavioral needs of 7 students
- Monitored progress regularly through formal and informal observations, charts, and graphs
- Collaborated, participated, and communicated through Individualized Education Plan (IEP) meetings and parent teacher conferences
- Implemented whole class and individual behavior incentives and proactive supports
- Integrated technology such as videos from StudyJams to gain students' attention and provide repeated practice to ensure mastery

#### Student Teacher, 4<sup>th</sup> Grade

Upper Center Street Elementary School, Palmyra, PA

August – October 20XX

- Provided 27 students with authentic, PA Common Core aligned lessons using curriculums such as Singapore and Journeys
  - Produced, administered, and analyzed informal and formal assessments and adjusted lessons and content accordingly
  - Incorporated meaningful technology such as Kahoot and Blendspace in all academic areas
  - Communicated and collaborated with parents and staff at events such as back to school night, in-services, and staff meetings
  - Originated unit plans which encompassed science, social studies, and language arts
- Compiled and analyzed student assessments to determine appropriate interventions and enrichment for individual students

### Additional Field Experience

#### 6

- Learning Support K-1, Lingle Avenue Elementary School, Palmyra, PA
- 4<sup>th</sup> Grade, Hershey Intermediate Elementary School, Hershey, PA
- 2<sup>nd</sup> Grade, East Hanover Elementary School, Annville, PA
- Learning Support K-5, Southwest Elementary School, Lebanon, PA
- 4<sup>th</sup> Grade, East Hanover Elementary School, Lebanon, PA

Spring 20XX

Fall 20XX

Spring 20XX

Fall 20XX

Spring 20XX

# Sample Resume

## LVC Student C, Page 2

### WORK EXPERIENCE

<b>6</b>	<b>Sales Associate</b> , Ann Taylor Loft Factory Store, Pottstown, PA <b>Nanny</b> , Private Home, Allentown, PA	March 20XX – Present June 20XX – Present
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### PROFESSIONAL DEVELOPMENT/RESEARCH EXPERIENCE

<b>12</b>	<b>Independent Study</b> , Lebanon Valley College, Annville, PA	January 20XX – Present
	• Examining effect of aquatics regarding participation and socialization in toddlers with disabilities	

### SPSEA Member

September 20XX – Present

### Kappa Delta Pi Conference, Orlando, FL

October 20XX

- Conducted action research, September 2014 – October 2015, with Dr. Joe Smith and two peers
- Presented "Empowered Voices", the importance of action research for pre-service teachers

### CAMPUS LEADERSHIP AND INVOLVEMENT

<b>Phi Alpha Epsilon Member</b>	April 20XX
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### Kappa Delta Pi

Secretary	September 20XX – Present
• Coordinated and conducted Literacy Alive activities at Lebanon Valley Nursing Home	

**9**

Member April 20XX – Present

### Sigma Alpha Pi Member, National Society of Leadership and Success

April 20XX – Present

### Colleges Against Cancer

Cancer Education Chair	September 20XX – Present
Member	September 20XX – Present
Team Development Chair	September 20XX – May 20XX

### Habitat for Humanity

Vice President	September 20XX – Present
Member	September 20XX – Present
Building Chair	September 20XX – May 20XX

### Day at the Valley Mentor

January 20XX – Present

- Communicated with potential students and parents while advocating for Lebanon Valley College

# Sample Resume

## LVC Student D

2

101 N. College Avenue, Annville, PA 17003  
717-555-5555 | studentd@lvc.edu

### Education:

Lebanon Valley College, Annville, PA May 20XX  
Bachelor of Science GPA: 3.88/4.00

4

### Dual Major: Actuarial Science, Mathematics; Minor: Economics

Honors: John T. Lockton Memorial Scholarship; President's CPCU Scholarship; Professor Monroe H. Martin Scholarship for Mathematics and Science; Outstanding Sophomore of the Mathematical Sciences; Outstanding Freshman of the Mathematical Sciences; Dean's List (All Semesters)

6

### Actuarial Experience:

#### Actuarial Exams:

- Passed SOA Exam P - Probability January 20XX
- Passed SOA Exam FM - Financial Mathematics June 20XX
- Passed SOA Exam SRM - Statistics for Risk Modeling November 20XX
- Sitting for SOA Exam FAM - Fundamentals of Actuarial Mathematics June 20XX

#### Actuarial Intern, Bob Frank, Inc., Annville, PA

- Supported the Global Claim Actuary and CFO, as well as other claims staff
- Analyzed operational performance metrics and emerging claim trends
- Assisted in the development of a claim handler staffing model
- Performed legal expense study, evaluating the success of strategic initiatives
- Worked extensively with data tools, including Microsoft Excel and QlikView

June-August 20XX

### Related Experience and Involvement:

#### Data Intern, Lebanon Valley College

October 20XX-Present

- Held responsibility for the collection, analysis, and dissemination of carbon footprint data
- Developed sustainability initiatives to reduce greenhouse gas emissions
- Prepared carbon footprint reports annually

6

#### Academic Tutor, Lebanon Valley College

August 20XX-Present

- Facilitated advanced calculus review sessions
- Tutored local high school and college students in mathematics

#### Research Assistant, Lebanon Valley College

June-August 20XX

- Performed research in the field of quantum computation
- Programmed in Mathematica and LaTeX
- Published "Local unitary symmetries of hypergraph states" in journal *Physical Review A*
- Presented research at two academic conferences

9

#### Leadership and Involvement

- Math Club, President August 20XX-Present
- Environmental Club, Treasurer August 20XX-Present
- Sustainability Advisory Committee, Member January 20XX-Present
- Putnam Exam Problem Solving Team, Member August 20XX-May 20XX

# Sample Resume

## 2 LVC Student E

555-555-5555 | [studente@lvc.edu](mailto:studente@lvc.edu)  
101 North College Avenue, Annville, PA 17003

### Education

4	<b>Lebanon Valley College</b> (Annville, PA)	Anticipated Graduation Date: May 20XX
	Bachelor of Science: Neuroscience	Cumulative GPA: 3.877
	Minors: Law and Society, Spanish	
	<b>Maastricht University</b> (Maastricht, Netherlands)	
	Study Abroad: Business in the European Union, Intercultural Communications	May 20XX

### Work Experience

6	<b>Education and Outreach Intern</b> Lancaster Family Health Services (Lancaster, PA)	September-December 20XX
	• Presented lessons to students, enrolled clients into health insurance, created awareness displays, completed needed agency tasks, attended meetings and events for planning and execution of projects, Certified Application Counselor	
	<b>Center for Career Development Intern</b> Lebanon Valley College (Annville, PA)	January 20XX-May 20XX
	• Worked alongside Associate and Assistant Directors, manage file re-creation.	
	<b>Domestic Violence Screening Intern</b> State's Attorney's Office (Harrisburg, PA)	Summer 20XX
	• Conducted victim and witness interviews for cases of domestic violence, gathered evidence and summarized domestic violence cases for the prosecuting attorney, transcribed 911 tapes, recorded case activity using an online system, assisted attorneys during domestic violence docket	

### Publications

12	<b>Student, E., Jones, O., Smith, V., Mason, J., Potts, G., Smith, W., &amp; Richards, D. (20XX)</b> "We (are not) the people: Dominant imaginary and social exclusion." <i>Paul Kahn Undergraduate Research Symposium</i> , 3, 27-39
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### Presentations

12	<b>National Undergraduate Conference on Voting Rights and Democratic Participation</b> <b>Elizabethtown College (Elizabethtown, PA)</b> "We (are not) the People: Dominant Imaginary and Social Exclusion"	April 20XX
	<b>Inquiry: A Symposium of Student Research and Original Work</b> <b>Lebanon Valley College (Annville, PA)</b> "The Psychology of Color"	April 20XX

### Research Experience

12	<b>Cognitive Psychology Independent Research</b> The Psychology of Color	20XX
	• How color affects an individual's perception of an answer's correctness. • Responsibilities: Topic identification, literature research, creation of materials, creation of consent and debriefing forms, participant recruitment, data collection, analysis of data on SPSS, creation of research paper and poster	

### Community Service/Volunteer Experience

10	<b>Puerto Rico Service Trip with LVC Spanish Department</b>	May 20XX
	• Volunteered in schools, nursing homes, and domestic violence shelters in Caguas, PR	
	<b>Habitat for Humanity Club Member</b>	20XX-Present
	<b>Special Olympics Volunteer</b>	20XX-Present

### Activities

9	<b>Lebanon Valley College Peer Tutor</b> , psychology, government and statistics	20XX-Present
	<b>Lebanon Valley College Intramural Basketball Coordinator</b>	20XX-Present
	<b>Secretary, National Honor Society of Leadership and Success</b>	20XX-Present
	<b>Secretary, National Honor Society in Psychology (Psi Chi)</b>	20XX-Present
	<b>Division III Women's Basketball Team Member</b>	20XX-Present

# Sample Resume

2

## LVC Student F

Annville, Pennsylvania | 555-555-5555 | studentf@lvc.edu | LinkedIn

3 Upcoming graduate with significant experience in the areas of writing and editing. An upbeat and positive team player with strong leadership, multi-tasking, problem-solving, and organizational skills. Interested in finding innovative ways to connect others through creative communication.

### Education

4 Lebanon Valley College | Annville, PA | **GPA: 3.835** Anticipated: May 20XX

*Bachelor of Arts, Political Science and English | Journalism and Communications Specialization*  
Courses Taken:

5

- *Editing*
- *Multimedia Narratives*
- *Journalism and News Reporting*
- *Advanced Journalistic Writing*

Maastricht University | Maastricht, the Netherlands Summer 20XX

Courses Taken:

- *Business in the European Union*
- *Intercultural Communications*

### Work Experience

6 Office of US Senator Bob Casey, Jr. | Constituent Services Intern | Harrisburg, PA Sept. 20XX – Present

- Work alongside Constituent Advocates to resolve constituent issues by completing intake processes, referrals, and document collection.
- Record constituent concerns and opinions using InterTrac.
- Complete administrative tasks to assist office staff.
- Represent Senator Casey through positive interactions with constituents.
- Compile resources regarding veteran service dogs.

Center for Global Education | Student Office Assistant | Lebanon Valley College Sept. 20XX – Present

- Create digital and printed promotional materials for all study abroad program locations.
- Utilize social media platforms to advertise program offerings.
- Track and analyze program data to improve future programs.
- Assist in the organization of information sessions.
- Draft content for correspondence to interested students.

First-Year Writing Mentor & Tutor | Lebanon Valley College Aug. 20XX – Present

- Serve as a writing tutor and mentor for first-year students.
- Meet with students one-on-one to develop their skills as a writer and review their work.
- Assess student needs in context of qualifications, limitations, abilities, and interests.
- Monitor student performance and offered feedback to support goal achievement.
- Build positive relationships with students and faculty.

Bath and Body Works | Sales Associate | Wyomissing, PA Summer 20XX

- Developed positive customer relationships through friendly greetings and excellent service.
- Welcomed customers into the store and helped them locate items.
- Educated customers about the brand to incite excitement about the company's mission and values.
- Helped customers with questions, problems, and complaints in person and over the phone.
- Stocked and organized displays and shelves to maintain the visual appeal of the store.

# Sample Resume

## Activities

**La Vie Collegienne** | Co-Editor-In-Chief | Lebanon Valley College Aug. 20XX – Present  
Lebanon Valley College's student-run newspaper.

9

- Provide editing, fact-checking, and proofreading for various articles for newspaper.
- Oversee a team of 5+ staff writers and their work.
- Collaborate with staff writers and assistant editors to create a cohesive publication.
- Meet a weekly deadline for stories.
- Use various social media platforms to promote stories.

**LVC Women's Tennis Team** | Player | Lebanon Valley College Aug. 20XX – 20XX

- Managed a full-time student course load along with an average of 20 hours per week team training and competition.
- Exercised strong leadership skills and practiced self-discipline on and off court.
- Served as role model for younger athletes through sportsmanship in competition and respectful attitude.
- Created and maintained team social media account.

**NCAA Student-Athlete Advisory Committee** Aug. 20XX – 20XX

- Attended monthly committee meetings; represented the women's tennis team honestly and fairly.
- Advocated for concerns and interests of student-athletes at LVC.
- Served as a campus leader to implement resolutions voted on by the board each year.

**Washington Youth Summit on the Environment** June 20XX

- Nominated to serve as a Pennsylvania delegate.
- Networked with individuals in the fields of public policy and environmental activism.
- Developed and presented a conservation plan at National Geographic Headquarters.

**D.A.W.G.S Prison Program** | Volunteer | Pottsville, PA 20XX – 20XX

A 501(c)3 rescue saving dogs from overwhelmed shelters and pairing them with inmates who train them.

- Assisted with and organized programs, events, and activities to drive outreach initiatives.
- Established and maintained relationships with fellow volunteers.
- Greeted potential adopters in a welcoming manner.
- Communicated information about the program and its mission.
- Accumulated over 300 hours of service.

## Honors

7

**Lebanon Valley College Dean's List**

- Fall 20XX, 20XX, 20XX semesters.
- Spring 20XX, 20XX, 20XX semesters.

**Middle Atlantic Conference Academic Honor Roll**

- Spring 20XX, 20XX, 20XX semesters.

**College Sports Communicators (CSC) Academic All-District Women's Tennis Team** May 20XX

**United Steelworkers Hugh Carcella National Scholarship, recipient** May 20XX

**Berks County Best in Community Service, nominee** Jan. 20XX



BREEN  
CENTER