

Make sure your name is at least 18 pt. font. Also, use the name you go by so that as employers are asking for references, etc. you are identified correctly. Most everyone knows me as Cindy Verduce, not Cynthia Verduce.

If your permanent/home address is NOT in Fort Wayne, include both a school and a home address. This will help make sense to employers as to why you're applying back home for a summer internship and to employers here in Fort Wayne as to why you want an internship during the school year here in town.

Remember to check your voice mail message to make sure it is professional and identifies this as your number so they know they have reached the correct person.

Be sure to include the full name of your degree title. Refer to www.indianatech.edu/Academics/Pages/DegreePrograms.aspx and click on your degree program for the full name.

We suggest using Indiana Tech if you are looking for a position in Fort Wayne. Everyone has seen the billboards, TV ads, newspaper articles, and heard the radio spots. For outside of Fort Wayne, we suggest you use Indiana Institute of Technology in case others are checking accreditation.

Not every student will have this section. This section is primarily for our adult learners who have had multiple experiences in which they can demonstrate certain skill sets.

This section is done in reverse chronological order with the most recent job or current job first. This section may not include all/cumulative work experience, but those most relevant to the position in which you are applying for. Discuss your options with a career advisor.

Ask for a copy of our Action Verb List to help you use solid, active language in describing your experiences.

Be sure to include references to your school and community involvement, especially any leadership roles you held.

First and Last Name

Street Address City, State. Zip

Phone Number FirstName.LastName@gmail.com

Our suggestion is that you create a dedicated professional, permanent email address for all job search correspondence. We suggest FirstName.LastName@gmail.com. And make sure to activate the hyperlink.

OBJECTIVE

Should be specific and should change to suit each employment opportunity. Include position for which applying and match personal skills with those listed in the job description.

EDUCATION

**Bachelor of Science or Art in Name of your major
Indiana Tech**

Concentration: _____

**Graduation month, year
Fort Wayne, IN**

GPA: ____/4.0

This is your anticipated date of graduation.

RELEVANT COURSEWORK

Optional section to highlight courses, significant projects, research, presentations, act, or choose to list 4-6 course titles to demonstrate industry knowledge.

Macroeconomics: A study of the overall economic system with emphasis upon the gross national product, fiscal and monetary policy, the budget and banking.

Professional Communication: The refinement of verbal and written communication skills for the professional world, with emphasis on applications that develop and synthesize these skills.

Make sure to use the title of the specific job you are applying for in the objective so the employer can match your resume to that job opening.

SKILLS SECTION

Optional section and usually found on combination resumes and can be helpful for career changers. Skills can be organized in defined clusters that most support your job objective.

Management Experience:

- Supervised and managed the work tasks of 10 part-time employees

Accomplishments:

- Received the Company Manager of the Year award as voted by employees

See the two examples below. This information is also taken from the Degree Programs pages link listed above.

EXPERIENCE

Company Name

City, State

Position Title

Month and year- Month and Year

- Using bullet points or summary statements, describe experience in terms of job functions and the overall scope of responsibilities
- Begin with an action verb—be concise eliminating unnecessary or redundant words.
- Highlight transferable skills gained or used.
- Strive to paint a picture of work experience by describing the work environment or atmosphere
- i.e.: "Worked independently" or "Worked in a fast-paced, team-oriented environment."
- Quantify the work performed i.e.: "Provided instruction to _____ students in grades _____."
- All jobs should be listed in reverse chronological order, with past jobs written in past tense and current jobs in present tense.

Be sure to include the complete information, including the company name, your title, the location of the company and the dates you were employed.

It is critical to qualify and quantify your experience. Be sure to include facts, figures and numbers in your descriptions. Don't just list tasks—show your accomplishments.

ACTIVITIES AND HONORS AND/OR COMMUNITY INVOLVEMENT

List extracurricular activities as they relate to the job and provide dates. Consider listing volunteer experience, organizational involvement, awards received, etc.

- Dean's List, spring 2009, fall 2009
- **Vice President** of Human Services Organization, fall 2009 — present

COMPUTER SKILLS

Software, Programming Languages, Microcontrollers Relevant Programs —especially if listed on the posting.

Be sure to list all computer or special skills you have, especially as it relates to the job posting. Show level of knowledge words like "familiar, proficient, etc."