

The Professional Resume

Introduction

Career Services

135 & 136 Commons / 610-892-1390

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Three formats:

- **Chronological**
- **Functional/Skill**
- **Combination**



The Functional/Skill resume raises a red flag for employers – often used by job hoppers or those with gaps in employment history

Chronological:

YOUR NAME

Address, city state zip

phone

email

OBJECTIVE

To obtain a position in the field of Supply Chain / Information Systems

EDUCATION

Bachelor of Arts, Psychology,
The Pennsylvania State University, University Park, PA
GPA 3.62

December 2004

EXPERIENCE

Johnson & Johnson
Logistics Analyst

Jan. 2002- Present

- Managed automatic order processing to allow international customers to order directly via EDI or FTP
- Analyzed international forecasts and supporting the creation of a Web page to be posted on the Johnson & Johnson Intranet.

The Pennsylvania State University
Tutor

Aug. 2000 – Dec. 2001

- Tutored students in Financial and Managerial Accounting for Decision-Making
- Completed University Learning Center certification process

ACTIVITIES

Psi Chi – Society for Human Resources Management, Professional
Development

Functional/Skill:

OBJECTIVE:

To obtain a position in the field of Supply Chain / Information Systems

EDUCATION:

Bachelor of Arts, Psychology, December, 2004
The Pennsylvania State University, University Park, PA
GPA 3.62

SALES:

Sold high technology consulting services with consistently profitable margins throughout the United States. Grew sales from \$0 to over \$20 million a year.

PRODUCTION:

Managed opening multiple offices and accountable for growth and profitability. 100% success and maintained 30% growth over 7 year period in 10 offices

MANAGEMENT:

Managed up to 40 people in sales, customer service, recruiting, and administration. Turnover maintained below 14% in a "turnover business"

WORK HISTORY:

McDonald's – State College, PA	Cashier	Summer 2001
University Learning Center, Penn State	Tutor	Spring 2001

ACTIVITIES:

Psi Chi – Society for Human Resources Management, Professional Development

Combination:

OBJECTIVE:

To obtain a position in the field of Supply Chain Management

EDUCATION:

B.S. in Supply Chain and Information Systems, December, 2004
The Pennsylvania State University, University Park, PA
GPA 3.62

LOGISTICS RELATED EXPERIENCE:

Johnson & Johnson

Logistics Analyst Philadelphia, PA Jan. – Aug. 2003

- Managed automatic order processing to allow international customers to order directly via EDI or FTP

Chemistry, Department, Penn State University

Supply Clerk University Park, PA 2001-2002

- Monitored supply levels and compared vendor costs

SKILLS:

Management Written Communications Fluent in Spanish Microsoft Office

ADDITIONAL EMPLOYMENT:

The Corner Room, Cook State College, PA Aug.2002- Present

McDonald's, Server State College, PA Summer 2001 *The Gap,*

Sales Associate Lancaster, PA Summer 2000

Recommended content

- **Contact Information**
- **Objective or Profile**
- **Education**
- **Experience**
- **Skills**
- **Activities**
- **etc.**

Contact Information

- **Name**
 - **Top of page, large font**

List all of the following on one line in a smaller font

- **Address**
- **Phone number**
 - **Use discretion with your voice message !**
- **E-mail address**
 - **Again - use discretion !**
 - **Set up new email address for your search**

The objective statement

(poor examples)

- I am seeking a position that will allow me to utilize the skills I have while learning new ones, and growing with the position.
- My objective is to find a new job.
- I want to find a job in an established company where I can make a lot of money and grow.

Objective

- **Concise & focused**
 - Tailored to specific position / organization
 - Focus on how you meet their needs, not *your* growth
 - Do *not* say “to obtain a position in a *dynamic* organization...” or “to obtain a position where I can develop skills and advance...”
 - Rather, say, “to obtain a position in _____” and end it there or continue with “where I can utilize my skills in _____ to advance the organization’s mission and goals”
- **Should not exceed two lines**
- **Possible alternative**
 - Summary or Profile (incorporate your Objective)

Education

- Typically, list after “Objective” section, but once experience gained, list after “Experience”
- High school is not usually listed
- Institution(s) from which you receive a degree/certificate
- **The Pennsylvania State University**
 - Degree (spell out B.A., B.S. followed by “Expected Graduation” month and year.
 - List Minor / GPA of 3.0 or higher
 - We are.... **THE PENNSYLVANIA STATE UNIVERSITY!**

GPA

- **Cumulative GPA**
 - **If above a 3.0 – list!**
 - **If below a 3.0 – consider:**
 - **Major GPA – sometimes shown on degree audit**
 - **Option for those with low gpa:
Funded 50% of education by working while going to school full time**

Education, continued

- **Scholarships**
- **Study Abroad**
 - List name of institution, city, and country
 - List dates
- **Relevant Courses** – especially if you have limited work
 - List titles, not course numbers
 - List unique courses, not standard

Experience

- **List most important information first.**
 - If position is more important than the company, list position first.
 - Position, Name of Organization, City, State, Date
- **Keep order consistent**
- **Use action verbs** (no “ing” on end)
 - ex: Managed, Organized, Prepared, Developed
- **Accomplishments**
 - Quality (adjectives) /Quantity (numbers)
 - Recognitions / Awards
- **5 bullet maximum recommended**
 - Do not exceed two lines per bullet

Experience, continued

Camp Counselor

Summers 2005 & 2006

Camp Exploration State College, PA

- Served as a mentor to 6 campers (ages 8-15) during a month-long overnight camp each summer
- Led activities including: Rock Climbing, Canoeing, Large Group Games, and Swimming
- Assisted campers as they set goals for the upcoming year, ranging from academic to community service
- Recognized for dedication to Camp Exploration with a “Most Dedicated Staff Member” award in 2003

Activities

- **Leadership experiences**
 - **Campus, community, volunteer, professional affiliations**
- **Provide details**
 - **Positions held**
 - **Contributions to event(s)**
 - **Can list activity in experience section if it is significant or related**

Activities Cont'd

Dance MaraTHON at Penn State 2010

- **Independently raised \$750 – benefits children and families affected by cancer**
- **Largest student run philanthropic organization in the world – raised \$7.7 million dollars in 2010**
- **Served as Committee Leader for Physical Plant**
- **Maintained cleanliness of Dance Marathon facilities for 800 dancers and 4200 visitors**
- **Supervised 20 volunteers within committee**

Interests

- **We generally do not see these listed.**
- **However...**
 - **if for example, you are applying for a teacher's position you may want to highlight your interest in a specific age group and the activities you have a special interest in.**

Skills

- **Optional but recommended**
- **Examples:**
 - **Computer**
 - **Languages, programs, etc.**
 - **Foreign languages**
 - **Fluent, Conversational, Knowledgeable, etc.**
 - **Be prepared to prove it in the interview!**
 - **Other**
 - **Interpersonal, communication, etc.**

Common Mistakes

- Objective too descriptive of organization (i.e. “a dynamic / progressive organization”)
- Experience starts with “Responsible for...”
- Action verbs end in “ing”
- Including high school information (unless significant or displays leadership)
- Everyday descriptions – not professionalized

Common Mistakes (cont'd)

- Most important info near bottom – must move to top!
- Date range excludes month / not easily visible – surround with white space
- Grammatical or spelling errors
- Dishonesty or embellishment – if caught, bad news!!
- Including references as part of resume – it should be a separate document

List of References

- Provided when asked or bring to interview
- List in a separate document, not as part of resume
- Generally 2-5 references (supervisors, professors)
- Ask references FIRST if they “can provide you with a *good* reference”, if so, confirm their salutation, title, contact information
- Provide him/her with your resume
- Be sure to send a thank you note

Questions?

Career Services

135 & 136 Commons Building

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For appointment,
call 610-892-1390, or come to 2nd
floor Commons