Dickinson

ADVISING, INTERNSHIPS & CAREER CENTER

Student Guide

RÉSUMÉS



THE ADVISING, INTERNSHIPS & CAREER CENTER aims to ensure students make the most of their Dickinson experiences and learn how to best draw on those experiences after graduation. The center will help students identify and pursue their authentic interests and simultaneously deepen students' understanding that a liberal-arts education is also powerfully career enhancing.

WHAT YOU CAN EXPECT FROM US:

- Dedicated and experienced professionals who will help you develop a plan of action regarding your career goals.
- Access to career information resources, assessments, résumé and cover letter guidance, interview tips, networking opportunities, programs and information sessions, and yearround job and internship listings, among other things.

WHAT WE EXPECT FROM YOU:

- Start early and actively engage in the process.
- Utilize resources and attend programs.
- Ask questions!

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Writing Your Résumé

A RÉSUMÉ SERVES AS A MARKETING TOOL TO POTENTIAL EMPLOYERS.

As such, you should draw particular attention to your strengths and skills and highlight relevant experiences as they relate to the position for which you are applying.

Not only is the content of your résumé important, but so is the way in which your résumé is organized. Employers typically receive a large number of résumés and therefore are not able to spend much more than 10-60 seconds reviewing each one. For that reason, it is important to create a document that is as organized, concise, and as easy to read as possible.

CONTENT & FORMAT

Structure your résumé in a way that best identifies your skills and experiences in relation to the opportunity you are pursuing. Tailor your résumé to each position by highlighting relevant experiences.

While many student résumés tend to be one page, this is not always the case. Often, the length depends on the industry to which you are applying. Meeting with a Career Counselor is the best way to determine the format and length that works for you.

The Heading, Education and Experience sections should always be included in a résumé. Other sections you may want to consider are Leadership, Volunteer Experience and Skills, just to name a few. (Please refer to the sample résumés for additional section ideas and advice on formatting).

THE HEADING

Your heading should include, at a minimum, your full name and direct contact information (your phone number and email address). Headings may also include a mailing address. As a student, you could include both your permanent address and your college address.

EDUCATION SECTION

The Education section should include your college, the degree you will be receiving (and when you anticipate receiving it), and your major(s). Additional information that can be listed includes honors, study abroad, relevant courses, your GPA if it is above a 3.0, and any additional information about your education that might be relevant.

EXPERIENCE SECTION

The Experience section should provide a relevant and thorough, yet concise, explanation of what you have done in each setting. Start each description with a strong verb. On the following pages you will find a list of action verbs to assist you.

Make sure to include your title, the organization name and location, and the dates you were involved, for each of your experiences.





INTERNATIONAL RÉSUMÉS & C.V.'S

There may be a need to adjust the format and content of your résumé when applying to international jobs or internships. It is important to understand the difference between a résumé and a C.V., or *curriculum vitae*, because many international employers will prefer C.V. format.

Within the United States, a C.V. is a form of résumé most often used by professionals in academia, teaching, research or medicine. This comprehensive document emphasizes professional qualifications activities, and academic achievements. Usually longer than the typical résumé, a C.V. allows for greater elaboration on publications, presentations, research projects, awards, fellowships and other content areas that may not fit as well on a résumé. The Advising, Internships & Career Center can assist you in developing this document if you find you need one for a position.

A résumé and C.V. fundamentally serve the same function of outlining your background and experience for the purposes of an international job search. They will differ from country to country. Some items that may be requested on the C.V., depending on the country, include a photograph and vital statistics such as date of birth, nationality and marital status. *This information is not appropriate for a résumé used for opportunities in the U.S.*

It is important to consider the native language of international employers. Some may expect materials to be submitted in a particular language. It is important that you have someone who is highly skilled in the language review your application before submitting it. Consider language professors or alumni living abroad as resources to assist you with this.

When it comes to formatting, you may need to adjust for the difference in paper sizes. Be sure to format your materials appropriately when submitting via email to reflect the typical business stationary used in the country where you are applying. The International Standard A4 paper size, which is the most common paper size throughout Europe and many other areas in the world, measures 8.27 by 11.69. Consider this difference during the application process. Be aware that there are many differences between content and format. Properly research these variations before beginning your application process.

If you are looking to go into a career that is internationally based, you should consider the importance of emphasizing your study abroad experiences. Employers consider it beneficial whenever you can illustrate experiences abroad. One suggestion for doing this is to remove this information from the education section and place it in its own section titled International Experience. Within this section, you might also include internships or work experiences.

EMAILING RÉSUMÉS

When emailing your résumé to an employer, be sure to send it as a PDF. Doing so will ensure the format of your résumé stays intact when the attachment is opened by the employer. You should include your name and the type of document in the file name, for example, "John Smith Résumé."

Applying to Open Positions

EMPLOYERS WILL USUALLY ONLY SPEND A FEW SECONDS DECIDING IF YOU ARE A GOOD ENOUGH

FIT FOR A JOB to warrant a more thorough review of your résumé and cover letter, so you need to make sure that it is immediately obvious that you have many of the skills, experiences and qualities that they value most highly. It's also important to focus on your most relevant skills and strengths to the job description when writing résumés and cover letters. The closer your match to the position, the better your chances of job search success.

ANALYZE THE JOB LISTING

Job postings are typically broken out into several sections. Expect to see information about the company, details on the desired qualifications of applicants and a description of the responsibilities involved in the role. Some are brief, while others include more details about the job and the company.

Take the time to review the job posting, so you are familiar with what the employer wants. Use the information that you glean from the job description to craft your cover letter so that it shows your most transferable skills and experience.

MAKE A LIST

If the job is a good match, the next step is to make a connection between your skills and the employer's requirements by creating a list of the preferred qualifications for the ideal candidate for your target job. If a job advertisement is well written and detailed, you might be able to assemble much of your list right from the ad. Extract any of the keywords describing skills, qualities or experiences which the employer has listed as required or preferred. Also, review the job duties and make some assumptions about the qualifications needed to carry out those duties. For example, if the ad mentions that you would organize fundraising events for potential donors, you can assume that event planning skills would be highly valued and should be added to your list.

GET MORE INFORMATION

Sometimes ads for jobs are very short and don't reveal much about the employer's expectations. Try looking on the company's website, since there might be a longer description in the human resources section of their site than in the ad you saw. Another strategy is to search job sites by the same job title to get a sense of what other employers are looking for in candidates.

If you are really motivated to land a particular job, interview professionals in the field or at that organization and ask them what it takes to excel in their job. Reach out to Dickinson alumni to generate a list of contacts for these consultations.



Action Verbs

Abstracted Accomplished Accounted for Achieved Acquired Acted Adapted Addressed Administered Adopted Advanced Advertised Aided Allotted Amended Amplified Analyzed Anticipated Applied Appointed Appraised Approved Arranged Articulated Assembled Assessed Assigned Attended Audited Authored Awarded Balanced Blended Blocked Bought Bridged

Broadened

Budgeted Built Calculated Canvassed Capitalized Catalogued Cautioned Centralized Certified Chaired Challenged Changed Charted Checked Cited Clarified Classified Closed Co-authored Coached Communicated Compared Compiled Composed Conducted Conserved Considered Consolidated Constructed Consulted Contacted Contracted Contributed Controlled Converted Conveyed Convinced

Cooperated Coordinated Counseled Corresponded Created Critiqued Cultivated Debated Decided Decreased Deducted Defined Delegated Delivered Demonstrated Described Designated Designed Detected Determined Developed Devoted Diagnosed Diagramed Directed Discovered Discussed Displayed Dissected Distributed Documented Drafted Drew Farned Edited Fducated Elected

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Hosted Identified Illustrated Implemented Improved Incorporated Increased Influenced Informed Initiated Instructed Integrated Interacted Interpreted Interviewed Introduced Issued Launched Learned Lectured Leveraged Listened Maintained Managed Marketed Mastered Maximized Mediated Mentored Merchandised Minimized Moderated Modified Monitored Motivated Narrated Negotiated

Action Verbs, Continued

Notified Observed Obtained Offered Opened Operated Ordered Organized Overcame Packaged Participated Perceived Perfected Performed Persuaded Pinpointed

Pioneered Planned Practiced Predicted Prepared Presented Processed Produced Programmed Provided Publicized Purchased Questioned Rationalized Recommended Reconciled

Recorded Recruited Reduced Referred Refined Regulated Reinforced Related Renewed Reorganized Repaired Reported Repositioned Represented Researched Reshaped

Responded Revitalized Revived Scheduled Secured Selected Served Shaped Specialized Strengthened Stressed Structured Studied Substantiated Summarized Supervised

Supported Taught Tested Trained Transcribed Translated Tutored Unified Upgraded Utilized Validated Verified Visualized Won Worked Wrote



Nora Tagert

tagertn@dickinson.edu (717) 222-3333 www.linkedin.com/tagert

EducationDickinson College, Carlisle, PA
Bachelor of Arts, expected May 2022
Undeclared major exploring English, psychology, sociology and education

William Henry Harrison High School, *Pittsburgh, PA* G.P.A. 3.75/4.0

Experience Montgomery Service Leaders, Dickinson College

Carlisle, PA, 2018-present

- Community engagement/leadership program.
- Assigned to Project Share, a community food bank, 6-8 hours/week.
- Participate in bimonthly leadership development training.

Child Care, multiple local families

Pittsburgh, PA 2015-2018

- Worked with two school-aged children with special needs.
- Monitored homework, transported to activities, and kept house clean.

Lifeguard/Swim Instructor, Hartke Pool

Pittsburgh, PA Summers 2016-2018

- Opened/closed pool, monitored activity, and maintained chemical levels.
- Taught lessons to groups of 10-12 beginner swimmers.
- Built rapport with clients to reduce fear and build skills.

Volunteer / Extracurricular

Skills

Pittsburgh Relay for Life, Fundraiser and Participant: 2016, 2017

• Collaborated with 7 others to raise \$5,000 each summer.

Greater Pittsburgh Food Bank, Inventory Assistant: 2014-present

Developed a spreadsheet to track donations.

Harrison High School, Varsity Soccer: 2014-2018

• Elected Captain senior year.

Certifications: Lifeguarding, CPR/AED, First Aid (all current) **Technology:** Microsoft Word, Excel, PowerPoint **Language:** elementary Spanish proficiency

Place your Dickinson education at the top of your résumé

Harriette Cooke harriette.cooke@gmail.com

319-123-4567

College Address Dickinson College/HUB Box 000 Carlisle, PA 17013

EDUCATION

Dickinson College, Carlisle, PA

Bachelor of Science, May 2018

123 Main Street Mount Vernon, IA 52314

Permanent Address



Double Major – Policy Management & Educational Studies; GPA 3.3/4.0 *Relevant Coursework:* Race & Education Mosaic (Race & Education, Rise & Fall of Apartheid, Comparative Oral Histories); Contemporary Issues in American Education; History of American Education; Introduction to Educational Research; Policies Shaping American Education; Policy & Leadership; Gender, Politics & Policy in the U.S.

The Washington Center, Washington, D.C., Jan-May 2017

Participated in semester-long academic, civic, and professional immersion in Washington, D.C., incorporating an internship, academic course, and independent study. Engaged with weekly speakers, including members of Congress and ambassadors, and the members of the Washington, D.C. community through the Leadership Forum.

RESEARCH EXPERIENCE

Professor Jane Smith, Dickinson College Educational Studies Department, Carlisle, PA

Student-Faculty Researcher, Sept 2017-Present

Examine the impact of the Common Core curriculum on the academic achievement of elementary students.

Race and Education Mosaic, Carlisle, PA & King William's Town, South Africa

Student Researcher, Aug-May 2015

Participated in an interdisciplinary academic program that included qualitative research and a cohort of relevant courses. Conducted interviews of educators and policy makers in both Pennsylvania and South Africa regarding the integration and equity of education. Completed a research paper and presentation entitled *The Doors of Learning Shall be Open: Assessing American and South African Education since Civil Rights and the End of Apartheid.*

RELATED EXPERIENCE

National Association of Federally Impacted Schools, Washington, D.C.

Policy Intern, Jan-Aug 2017

Assisted with Congressional meetings on Capitol Hill advocating for the Impact Aid program. Helped manage the Spring Conference (300+ attendees) and the Federal Relations Outreach meeting (50+ attendees). Completed a research project on teacher training for schools on Native American reservations.

ADDITIONAL EXPERIENCE

Camp Tanager, Mount Vernon, IA

Specialized Camp Counselor, June-Aug 2016

Supported children, ages 7 to 17, living with chronic health conditions such as Diabetes, Hemophilia and Tourette Syndrome. Collaborated with team of physicians, nurses and other counselors to ensure a traditional camp experience while maintaining the physical and medical safety of the campers.

Day Camp Counselor, June-Aug 2014-2015

Provided leadership to group of 10 campers, ages 6-7. Coordinated weekly field trips, oversaw daily activities, and ensured overall well-being of campers.

Assistant Day Camp Counselor, June-Aug 2013

Assisted camp counselors and administrators by supervising campers, reinforcing camp rules, and ensuring safety. Led campers to and from activities, and assisted in the facilitation of camp activities.

Carlisle Family YMCA School Aged Childcare (SACC), Mount Holly Springs, PA

Volunteer, Aug 2017-May 2018

Organized and directed age-appropriate activities for elementary school children before and after school. Assisted students with homework and monitored individuals and groups to ensure a safe and positive environment.

LEADERSHIP

Kappa Delta Pi: International Honor Society in Education, Jan 2016-May 2018

Hosted lectures and panel discussions on important educational issues. Sponsored philanthropic events including *Literacy Alive*, an annual women's history essay contest, and an after-school tutoring program.

Spectrum: Queer Student Union, Jan 2015-May 2018

Facilitated programming to encourage inclusivity and discussions about issues facing the LGBTQIA+ community.

717-585-0404 biddlea@dickinson.edu

Avoid using personal pronouns in your descriptive statements.

AmeliaBiddle.wix.com/portfolio Linkedin.com/in/AmeliaBiddle in Pinterest.com/AmeliaBiddle **P**

EDUCATION

Dickinson College, Carlisle, PA Bachelor of Art: Art & Art History Concentration: Studio Art Expected May 2018

Toulouse France Study Abroad Drawing & Painting Focus Fall 2016

SKILLS

AutoCAD Adobe Illustrator Adobe Photoshop Adobe Light room Freehand Rendering Digital Drawing Pen with Tablet Microsoft: Word, Publisher Excel PowerPoint Google Analytics Word Press Editing Photography

ACTIVITIES

NCAA Varsity Swimmer Phi Beta Phi Sorority Habitat for Humanity Carlisle CARES

AMELIA R. BIDDLE

Experience includes research, layout, design, marketing media, public relations, communication, and project management.

RELATED EXPERIENCE

JPL CREATIVE Integrated Communications Intern Harrisburg, PA June-August 2017

- Created content for video, social media, website, email communication, banner ads for five clients
- Focused marketing materials to be clear, concise, consumer focused and interactive in nature
- Partnered with teams to gather project needs, objectives and specifications for communication plans
- Tracked all content to streamline brand standards and consistent communication in all projects
- collected information from subject matter experts on marketing communications and shopper marketing teams

HL GROUP

Home & Fashion Public Relations Intern

New York City, NY May-August 2016

- Produced content for two clients' Twitter and Instagram feeds
- Maintained and archived sample inventory and organized sample closets
- Produced briefings detailing the latest news and trends in home styles
- Brainstormed with colleagues to create fresh PR ideas for clients
- Produced custom look books for each current season in accessory line

DELIA AND ASSOCIATES Brand Management Extern

Trenton, NJ January 2016

- Participated in a two-week marketing experience
- Completed multiple market research projects by collecting information on youth sports company websites

EXHIBITIONS

TROUT GALLERYCarlisle, PASenior Seminar Final ExhibitionApril 2018

- Produced and published exhibition catalogue with 15 pieces of artwork
- Collaborated with curator on gallery layout and color choice

GOODYEAR GALLERY
Senior Seminar Final Exhibition

Carlisle, PA January 2016

- Curated exhibition space, collaborating with 10 studio art majors
- Designed posters using Photoshop to advertise gallery openings

John Dickinson

123-456-7890 john@dickinson.edu www.linkedin.com/johndickinson

EDUCATION

Bachelor of Arts, Dickinson College, Carlisle, PA May 2020

Major: International Business & Management Minors: Economics and Spanish GPA: 3.8/4.0

Related Courses: Managerial Decision Making, Finance, Global Economy, Money and Banking, International Political Economy, Marketing in a Global Context, Fundamentals of Accounting, Spanish for Business Professionals, Macroeconomics, Microeconomics

Honors: Posse Scholar, Alpha Lambda Delta (top 20% of first-year class), Dean's List all semesters

FINANCE EXPERIENCE

Intern, Oakmont Capital Management LLC, Pittsburgh, PA May-August, 2018

- Prepared client-specific analyses used in firm's decision-making process; updated client portfolio allocations.
- Researched cost basis legislation, fixed income and equity benchmark composition, fund analysis, REITs, and quarterly reporting for clients via Bloomberg, Morningstar, and other financial news sources.
- Utilized Excel to analyze and update client portfolios.

ADDITIONAL EXPERIENCE

Group related experiences together in their own section.

Student Assistant, Dickinson College Office of Finance and Administration, Carlisle, PA August 2017-May 2018

Assisted the Associate Vice President of Finance to update and oversee the investment webpage, leading to

an increased personal understanding of endowment management strategy.

Landscaper, Steel City Landscaping, Pittsburgh, PA May-August, 2015-2017

 Maintained clients' landscaping including cutting grass, edging, mulching, lawn treatment, trimming trees and shrubs, and irrigation.

LEADERSHIP

Be sure to include the title, employer, location and dates for every experience.

Member, Student Investment Group (SIG), Dickinson College, Carlisle, PA August 2017-present

- Work with a team of 13 students to conduct research on automotive companies' financial trends to develop a
 diverse virtual portfolio.
- Meet weekly to pitch stock strategy and execute virtual trades in real time.

TA/Office Assistant, Dickinson College Economics Department, Carlisle, PA August 2018-present

- Grade assignments for professor and hold tutoring sessions for students in Microeconomics and Macroeconomics classes.
- Assist in the planning and organization of departmental events.
- Perform administrative functions such as filing and scanning documents.

Resident Advisor, Dickinson College, Carlisle, PA August 2017-May 2018

- Served as a liaison between Student Life office and residence hall floor of 38 residents.
- Ensured emotional well-being of residents by facilitating conflict resolution between roommates and residence hall neighbors, and advising on social, personal and academic issues.
- Fostered community within the residence hall by organizing events for residents.



If you have a double major, specify in your education section!

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Casi Science

717-440-0088 • sciencec@dickinson.edu

EDUCATION

Dickinson College, Carlisle, PA B.S., Chemistry

Related Coursework

General Chemistry I & II with Labs Thermodynamics & Kinetics Fundamentals of Business Anticipated Graduation, May 2020 G.P.A.: 3.5

Organic Chemistry I & II with Labs Quantum Chemistry & Spectroscopy Introduction to Marketing

INTERNSHIPS

ABC Pharmaceutical Company, Exton, PA, Research Intern, Summer 2018 Assisted lab chemists with measurement and mixing of compounds. Monitored and recorded material use. Followed safety and security procedures when using hazardous materials. Wrote preliminary technical reports prior to submitting to supervisor for confirmation. Created and submitted outcome reports daily along with weekly summary. Attended weekly departmental staff meetings and participated in discussions. Completed analytical project assessing accessibility and viability of potential compounds to determine future viability in products.

Preliminary Pharmaceutical Corporation, Oaks, PA, Logistics Intern, Summer 2017 Received and processed initial shipping orders from client companies. Submitted packaging reports to supervisor of Logistics Department for plan confirmation prior to arranging preferred transportation to client companies. Tracked shipping and receipt of products. Assisted clients with questions about shipments and reported outcomes to department supervisor.

CAMPUS ACTIVITIES

Student Investment Group, study & present industriesFall 2017-PresentI Am That Girl, non-profit leadership programFall 2017-PresentChemistry Club, experimental club for major studentsFall 2016-PresentRush Hour, science speaker series attendeeFall 2016-Present

PRESENTATIONS

Internship Showcase, Dickinson College, Carlisle, PA Fall 2017 Presented Preliminary Pharmaceutical Corporation internship to students, faculty and guests.

SKILLS

Science: Solid chemical fundamentals. Useful laboratory practices and protocols. **Computer:** Microsoft Excel, Word, PowerPoint and Publisher. Proprietary software used at both internship companies. Adapt to new computer technologies.

Most, but not all, undergraduate résumés will be one page. Meet

with a Career Counselor to determine if yours should be longer.

Benjamin Rush

benrush@dickinson.edu · 717-123-4567 123 High St., Carlisle, PA 17013

If you need to fill in white

- space on your résumé to
- make the document utilize
- the entire page, try stacking your heading like this.

EDUCATION	Dickinson College , Carlisle, PA Bachelor of Arts Psychology Major and Spanish Minor (anticipated May 2019) Cumulative GPA: 3.33/4.00	
	The University of Queensland , Brisbane, Australia Study Abroad (Fall semester 2018) Coursework: Social and Developmental Psychology	
THESIS	The Unintended Consequences of Stigma Among Heavy Smokers	
HONORS	Psi Chi International Honor Society in Psychology (Spring 2017-Present) Alpha Lambda Delta National Honor Society (Spring 2017-Present) Dean's List (Fall 2017, Spring 2018)	
AWARDS	Kenderdine Travel Award (Fall 2018) A \$750 award to fund travel expenses to Sydney, Australia for poster presentation at Australian Psychology Conference.	
PRESENTATIONS	The Unintended Consequences of Stigma Among Heavy Smokers Poster Presentation, Australian Psychology Conference (September 2018)	
RESEARCH	Research Assistant, Dickinson College, Carlisle, PA <i>Research Assistant for Dr. Marie Hellwig-Larson</i> (January-May 2018) Recruited participants and acted as a liaison through all aspects of the experiment. Administered blood pressure tests, ran stroop test, and handled video cameras and audio recorders for all studies. Learned and utilized programs such as SPSS and Qualtrics for data collection and statistical analyses. Wrote APA-style paper that described the research, analysis, and conclusions on several key dependent variables.	
	Dana Research Assistant , Dickinson College, Carlisle, PA <i>Research Assistant for Dr. Johnathan Page</i> (June-August 2017) Completed literature review regarding the effects pre-deployment training on the perceptual faculties of military personnel. Collaborated with Dr. Page to create timeline for accumulating data, submitting drafts, and composing final draft of manuscript for journal publication.	
PUBLICATIONS	Peer-Reviewed Journal Article (December 2017) Rush, B. (2017). Effects of military training on perceptual accuracy. <i>Western Journal of Criminal Justice</i> , 3(2), 1-13. Retrieved from <u>http://www.wiu.edu/coehs/leja/cacj/research/past.php</u>	

B. Rush

TEACHING EXPERIENCE	Teaching Assistant , Dickinson College, Carlisle, PA <i>Analysis of Psychological Data Course</i> (Spring 2018) Grade assignments, hold office hours for students, and lead review sessions before exams.	
	Peer Tutor , Dickinson College, Carlisle, PA <i>Psychology and Spanish Tutor</i> , (Spring 2018) Meet weekly with Dickinson students to review assignments.	
LEADERSHIP	Volunteer, Carlisle, PA Big Brothers Big Sisters of America (October 2016-Present) Collaborate elementary school guidance counselor to plan meetings for volunteers and activities students and Big Brothers/Sisters. Act as a liaison between volunteers and the Big Brother Big Sister office to alleviate any issues. Provide academic and emotional support to my mentee on a weekly basis.	
	Luminaire Committee Chair , Dickinson College, Carlisle, PA <i>Relay for Life Club</i> (November 2017-Present) Advertise and sell luminaires through social media for the event	
	Member , Dickinson College, Carlisle, PA Psychology Club (January-December 2017)	
WORK EXPERIENCE	Red Shirt Food Service, Dickinson College Dining Services (September 2016-May 2017) Performed regular inspections of work areas and food deliveries. Served food in consistent and healthy portions. Operated cash register for processing student payments. Sorted and arranged beverage and snack items on a regular basis. Loaded carts and trays for transport to various cafeteria locations. Washed silverware and performed regular cleaning tasks	
SKILLS	Computer Experienced in SPSS Statistics Software, Microsoft Word, Excel, PowerPoint	
	Language Proficient in Spanish	
	Style	
	APA, Chicago Print your résumé-how does it look? Is it easy to read and visually appealing? Can you quickly pick out key information? Does it look cluttered?	

MILES C. DICKINSON

P.O. Box 1773, Carlisle, PA 17013 | 330-548-9494 | milesdickinson@gmail.com

EDUCATION

The higher up something is on your résumé, the more likely it is to be read. Don't list your most relevant experiences or achievements at the bottom.

Bachelor of Science, Computer Science and Mathematics (May 2019)

Dickinson College | GPA: 3.1

RELATED COURSEWORK

Computer Science I. II Cyber and Informational Security Data Structures Numerical Methods

Operating Systems Database Systems Theoretical Foundations Complex Analysis

Real Analysis Operations Research Applied Methods

TECHNOLOGY SKILLS

not yet have a lot of related experience. Systems: Windows, Linux/Unix/Mac OS X Languages: Advanced Java, Intermediate R, Beginner Python Database: SQL, Access, XQuery Web Technologies: HTML, JavaScript, CSS Software Applications: Microsoft Word, Excel, PowerPoint; Adobe Photoshop; Macromedia Flash; WordPress

INTERNSHIP

Java Developer Intern, Computer Aid, Inc. (May-August 2017, May-August 2018)

- Developed in-house solutions for the management of government background checks required of associates.
- Coded bug fixes and enhancements to IEP records for the Louisiana Department of Education's Special Education reporting application.
- Composed test cases to validate changes and additions to code.
- Tested and validated solutions developed by three teams before release for customer user acceptance testing. •
- Created Java and object-oriented programming training documents to include in the curriculum for intern training. ٠
- Managed company's application for monitoring the health and risk-state of all current development projects. .
- Participate in reviews to ensure team coding standards and best practices were met.

RELATED EXPERIENCE

Assistant Manager, Dickinson College Help Desk (September 2017-Present) Carlisle, PA Manage 10 student employees and provided training and guidance on software troubleshooting.

Provide student assistance in bringing quarantined systems back into compliance.

Technician, Dickinson College Help Desk (September 2016-May 2017)

- Troubleshot and corrected software-related issues on student computers.
- Quarantined student systems found to be in violation of the college's user acceptance policy.

INVOLVEMENT

Big Brother, Big Brothers, Big Sisters of Central PA (September 2016-Present) DJ, Dickinson College WDCV Radio (January 2018-Present) Eagle Scout, Boy Scouts of America (2014)

Carlisle, PA Carlisle, PA Mishawaka, IN

Carlisle, PA

Mishawaka, IN

Carlisle, PA

Related coursework can be a great

addition to a résumé, especially if you do

Jamaal Theodore Lewis

Harrisburg, PA | Lewisj@dickinson.edu | 717 -119 - 8971 | LinkedIn.com/lewisj

Education

Bachelor of Science (Expected May 2022) Dickinson College, Carlisle PA Major - Environmental Science GPA 3.7

Related Coursework

Environment, Culture & Values | Environmental Connections | Geographic information systems Applications of Environmental Science | Environmental & Social Justice | Environmental Policy

Relevant Experience

Environmental Organizing Intern

Common Energy, Remote

- Connect with local community members and enroll them in solar energy programs.
- Organize and facilitate remote events to spread awareness on solar panels.
- Engage in training and professional development around alternative energy.
- Communicate with energy activists in the global sustainability community.
- Develop recruitment materials for college students interested in solar energy.

Dickinson Biking Intern

Center for Sustainability Education at Dickinson College, Carlisle, PA

- Promoted biking at Dickinson by holding seven programs for over 150 students.
- Managed The Handlebar, Dickinson's Bicycle Cooperative.
- Supervised a volunteer staff of 16 students who fixed and maintained campus bikes.

Environmental Scientist Intern

GEI Consultants, Bloomfield, NJ

- Supported the Environmental Science team with gathering samples during fieldwork.
- Learned how to monitor and repair well installations.
- Communicated updates on field programs to upper management.
- Assisted with the implementation of subsurface and remedial investigations.

Additional Experience

Summer Camp Counselor

Boys and Girls Club, Harrisburg, PA

- Planned activities for students ages 6-10.
- Taught 10 elementary school students to play basic songs on the guitar.
- Answered phone calls from parents and provided updates on students.
- Played games with kids after nap time.

Involvement

Vice President, Alpha Phi Omega, Carlise, PA Volunteer, Dickinson College Farm, Carlisle, PA Volunteer, Solar Knowledge, Harrisburg, PA Fall 2020 – Present Fall 2019 Fall & Summer 2018

Fall 2020

Summer 2020 - Present

Summer 2019

Summer 2018

Benjamin McCormick

Dickinson College | PO Box 1773 | HUB Box 002 | Carlisle, PA 17013 717-000-0000 | <u>mccormb@dickinson.edu</u> | bjmportfolio.dickinson.edu

EDUCATION

Dickinson College, Carlisle, PA B.S., Biochemistry & Molecular Biology and English G.P.A.: 3.6 Anticipated Graduation, May 2019 Health Studies Certificate

University of Queensland, Queensland, AustraliaStudy Abroad Year 2017-2018Human Anatomy | Animal Ecophysiology | Media & Society | Writing Creatively | Medical AnthologyMedical AnthologyGender & Textuality | Introduction to Psychology | Research Methodology | & II

COURSEWORK

Molecular Pathophysiology | Microbiology | Metabolism | Structure & Function of Biomolecules Writing Science News | Genetics | Elementary Statistics | Physics I & II | Immunology

RESEARCH EXPERIENCE

Skills

PCR | qPCR | DNA extraction | gel florescent imaging | enzyme digestions | cDNA synthesis Immunofluorescence microscopy | gel electrophoresis | sonification |

Internships

Johns Hopkins University School of Medicine Retrovirus Laboratory, Baltimore, MD, Summer 2018

- > Executed experiments to evaluate immunodeficiency virus (iv) and determine molecular basis
- Work in the lab daily supporting a team of four post-doctoral students
- > Attended speaker luncheons daily to glean information from researchers in various fields
- Presented research at program poster symposium along with intern team

National Institutes of Health Clinical Center, Bethesda, MD, Research Assistant, Summer 2017

- Created a laboratory protocol for the new medical integration laboratory
- Gained proficiency in techniques such as PCR, qPCR, DNA extraction, gel florescent imaging, enzyme digestion and cDNA synthesis
- > Collaborated with two post-doc fellows, research technician and primary investigator on publication
- Attended weekly lectures from senior investigators discussing their research and career options
- Presented research at poster symposium

WORK EXPERIENCE

Dickinson College Residence Life & Housing, Carlisle, PA, Residential Advisor, September 2017-Present

- Develop relationships with student residents and helped build community amongst students by hosting small group sessions, dinners and other programs
- > Cooperated with peers to hold each other accountable to shared community standards
- Handled crises with residents. Communicated with Residence Life and Housing administrators as necessary to support students and seek resolutions for the best outcomes
- Planned community events for up to 50 student residents while managing budget funding to fulfill required programming for social and educational learning experiences

Dickinson College Biology Department, Carlisle, PA, Teaching Assistant, January 2017-Present

- Assist professor with lecture preparation and grading of quizzes and tests
- > Assist students with lab experiments as well as setting up and cleaning lab
- Take notes at each class to format and share with students during mentoring sessions

PROFESSIONAL MEMBERSHIPS

American Association for the Advancement of Science, Student Member American Society for Biochemistry and Molecular Biology, Undergraduate Student Member

CONFERENCE ATTENDANCE

American Society for Biochemistry and Molecular Biology, 2018 Annual Meeting, San Diego, CA American Society for Biochemistry and Molecular Biology 2017 Special Symposia, October 2017

PRESENTATIONS

American Society for Biochemistry and Molecular Biology, 2018 Meeting

- Scientific Publishing for Students, Barbara Professional and Benjamin McCormick
- Dickinson College Annual Science Student Research Symposium, April 2017 and April 2018
 - Scientific Publishing for Students, Benjamin McCormick

CAMPUS & COMMUNITY ACTIVITIES

Colleges Against Cancer, Fundraising Leader, 2017-Present Dickinson College Dog House, Dog Walker, 2015-Present Coaches Against Cancer, Member/Fundraiser, 2015-2017 Dickinson College Men's Basketball Team, Member, 2015-2017 When used appropriately, bold, italics, and capitalization create visual appeal, and help draw the reader to relevant information.

Maggie Waidner

waidnerm@dickinson.edu 123-456-7899 Justice, TX 78746

SUMMARY

May 2019 graduate with strong interest in gender-related social justice activities. Experience includes programming, education, leadership, and administrative support.

EDUCATION

Dickinson College, Carlisle, PA, Spring 2019

B.A., International Studies major with a concentration in Sustainability and the Global Environment Study Abroad: Bologna, Italy, Fall 2017-Winter 2018

EXPERIENCE

Dickinson College Women's and Gender Resource Center, Carlisle, PA, Intern, Fall 2018

- Developed and executed individual and group projects for gender-related education
- Increased outreach by leveraging social media, word of mouth and grassroots strategies
- Generated materials to support the resource room and library database

SafePlace (Gender-based violence NGO), Austin, TX, Intern, Summer 2018

- Completed 40-hour volunteer training to gain better understanding of sexual violence
- Conducted online and face-to-face research on new grants and initiatives
- Provided administrative support by preparing information packets, and coordinating and participating in meetings with legislators and NGOs

The Miracle Foundation (International development NGO), Austin, TX, Intern, Summer 2017

- Utilized Convio to support donor relations by completing data entry and cleaning data
- Handled administrative duties such as organizing travel arrangements and drafting mailings
- Wrote and edited copy for marketing materials, and helped brainstorm content for new website

ArtWorks!, Carlisle Arts Learning Center, Community Service Volunteer, Winter 2017-Spring 2017

• Managed after-school, arts-based community service program for middle and high school students

Hills Health Club & Wellness Center, Austin, TX, Front Desk Attendant, Winter 2012-Winter 2017

• Managed reception and scheduling 10 hours/week in high school and on holidays in college

CAMPUS INVOLVEMENT

YES P.L.E.A.S.E., Peer Educator, Fall 2016-Present

• Coordinate, implement and promote programming for gender violence education on campus

WDCV Radio, Producer, Winter 2016-Present

 Produce and broadcast weekly radio show, promote underrepresented musicians, and host interviews

Feminist Collective, Secretary, Winter 2017-Present

• Participate in both dialogue and action to spread awareness of feminist ideals

SPECTRUM Queer-Straight Alliance, Member, Fall 2016-Present

• Contribute to the creation of a supportive environment across the student population

Alpha Phi Omega, Member and Conflict-Resolution Chair, Fall 2015-Winter 2017

- Volunteered 15+ hours/semester and participated in activities with national service-based fraternity
- Served on Executive Board to assist with decision-making and arbitration

COMPUTER SKILLS

Proficient in MS Office (Word, Outlook, PowerPoint, Excel). Basic proficiency in Photoshop and Convio

Samantha Reynolds

202-549-7865 Reynoldsa@dickinson.edu Hershey, PA

Education

Dickinson College, Carlisle, PA Major – **Data Analytics**

B.S. Expected May 2022 GPA 3.5

Relevant Coursework – Intro to Data Science, Intro to Computing, Probability and Statistics, Database Systems and Database Management for Data Analytics, Philosophy of Data, Statistical and Machine Learning.

Skills

Google Analytics | SQL | Python | Microsoft Excel, Word, PowerPoint, | R | Database Design

Relevant Experience

Data and Analysis Intern, (National Resources Defense Council, Inc), Remote May 2021 – Present

• Research, analyze and download resources from public sources. Clean and process data to properly analyze it. Write up and present observations and findings to upper management. Create visuals on data and results to be presented to greater public. Attend advocacy meetings that align with organizational mission.

Market Research Intern, WKRT Universal, Remote

• Reviewed information sent by upper management and created succinct and accurate notes compiling the information. Managed the diligence process. Collaborated with other teams to evaluate potential investment opportunities. Assisted in the reporting of existing and pending partnerships. Researched and supported the initiative to identify new investment opportunities.

Virtual HR Assistant, TEKCo, Remote

 Assist HR Manager with scheduling interviews with potential employees. Create ads using Canva and Adobe photoshop. Post jobs ads on general career websites, university job boards and internship websites. Use social media platforms such as LinkedIn and Twitter to connect with potential conference speakers, attendees, and sponsors.

Volunteer Experience

COVID Testing Center, Hershey PA Ronald McDonald House, Hershey, PA Grace Brethren Church Youth Group, Hershey, PA December 2020 – February 2021 Summer 2018/19 May 2017 – August 2017

August 2020 – December 2020

May 2021 – August 2021

Johanna L. Daniels



202-948-0908

LinkedIn.com/Jdaniels

Camp Hill, PA

Education

Dickinson College, Carlisle, PA Bachelors of Arts: Theatre Arts Major Concentration: Acting and Directing Graduation Expected : May 2022

Skills

Theatre Operations Stage Management Public Speaking Soundboard Operation Acting Facilitation Curriculum Development Advanced Piano Trained Opera Singer Process Improvement Auditions : Leading and auditioning

Summary

Theatre Arts major with over 10 years of performing arts experience. Seeking to utilize my technical theatre skills as well as my expertise in character development at a local community theatre. Passionate about bringing the arts to underserved communities and developing the next generation of artists.

Acting Experience - Theatre

Chicago, Matron Mama Morton	DreamWrights Theatre
Rocky Horror Picture Show, Columbia	Carlisle Theatre
You're a Good Man Charlie Brown, Sally Brown	Susquehanna Theatre
School House Rock, Shulie	DreamWrights Theatre
Steel Magnolias, Clairee Belcher	Carlisle Theatre

Acting Experience - Television

The Young and The Restless, Extra	CBS
General Hospital, Extra	ABC
Black-ish, Lucy Season 5 E. 11	ABC
Virgin River, Extra	Netflix
Plan B, Extra	Hulu

Additional Experience

Summer Camp Counselor, Camp Susquehanna Summer 2018

- Organized parent drop-off and pick-up for 17 elementary-aged students.
- Facilitated activities promoting teamwork and comradery for campers.
- Planned 2 theatre shows for students to perform for local community members.
- Counseled students who were homesick.
- · Worked collaboratively with other camp counselors on projects.

Volunteer, United Way Youth Program

Fall 2018

- Prepared documents packets for parents of children in the youth program.
- Led group activities for 22 children between the ages of 8-12.
- Helped develop the schedule and curriculum for day-to-day programming.
- Answered calls and inquiries from community members.
- Cleaned the lunch room and game room daily.

Dickinson

Advising, Internships & Career Center