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OBJECTIVE	Use concise language to describe the position you are seeking – be job specific, do not write a paragraph, but limit it to one sentence.	
EDUCATION	List degree here Name and address of college (Shepherd University, Shepherdstown, WV) List GPA (only if 3.0 or higher) and academic honors/scholarships if desired	Graduation Date
RELATED EXPERIENCE	Title of position, Name of organization City/State (do not list street address) <ul style="list-style-type: none">• State in reverse chronological order, most recent experience first• Begin sentence fragments with action verbs to describe responsibilities and accomplishments• Include examples of transferable skills such as teamwork, leadership, organization and communication	Dates
	Title of position, Name of organization City/state (do not list street address) <ul style="list-style-type: none">• Be sure to list internships, co-ops, or field experience• Include campus or other organization involvements that are relevant to the position• List both paid and unpaid experiences that are related to the position you are seeking	Dates
WORK EXPERIENCE	Job Title, Name of organization City/State <ul style="list-style-type: none">• List other related work experience in this section• Include transferable skills utilized in this position	Dates
RELEVANT SKILLS	List foreign languages, computer and other technical skills	
ACTIVITIES	Include cross-cultural experiences, extracurricular activities and volunteer / community service projects. Mention membership and leadership positions in related campus or professional organizations.	

Length should be one page unless you have extensive experience.
Keep font size .10 – .12 pt (go up to .14 for headings).
Avoid decorative fonts that may not copy or scan well (Arial and Times New Roman are standard).
Use good quality resume paper (white or light color)

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What Color Is Your Parachute? Guide to Rethinking Resumes Richard N. Bolles, 2014-05-06 The first resume book from the What Color Is Your Parachute career guru Richard Bolles Resumes get an average of eight seconds of attention before going in the trash or getting on the shortlist That's just one of the findings reported here as legendary career expert Richard N Bolles presents new research about resumes in a guide that summarizes everything job hunters and career changers need to know about this essential tool This timely resource features the latest research on important resume topics such as key words soft skills scanning software social media and online posting Bolles argues that on the basis of what we now know we need to rethink what a resume is and how it should be written He details the words that must be avoided and the words that must be used on a resume that wins you interviews This slim volume distills a huge amount of information down to its very essence Armed with tips and shortcuts based on the author's decades of experience you can craft a resume and cover letter that will stand out to your dream employers and increase your chances of getting interviews and landing jobs

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personal brand and helps you develop the communication materials necessary to navigate your career *Building Your Career in STEM* Angela Ziebell, Rebecca Yee, 2024-12-04 Are you a science student wondering how to turn your degree into a fulfilling career Or are you a recent graduate struggling to navigate their options in the post degree world Well this book is your ultimate roadmap to success With practical tips for developing your skills building your network and standing out in a crowded job market you ll be well on your way to a rewarding career in no time This book aims to support all students and graduates in the STEM subjects seeking employment and navigating their first few years in the workplace From finding employment and CV and cover letter writing to networking and improving employability this book covers the essential skills that you need to kickstart your career Also included are helpful insights from successful graduates working in a variety of different careers and more seasoned professionals imparting their hard earned wisdom and more importantly outlining what employers are most looking for in science and technology graduates and how you can maximise your appeal to potential employers and plan for a future beyond university Start building a successful career in STEM by crafting your own professional profile with the help of this book Go Forth and Get a Job! Suly Rieman, 2015-04-14 Suly Rieman has helped thousands of new college graduates effectively prepare for their job search She has an unwavering passion for helping college students be fully prepared with effective job search documents and interviews In *Go Forth and Get a Job* she provides insightful and practical advice to help new grads think about and strategize for the next steps This guide is easy to follow and streamlined to help new college graduates as they take on the courageous act of seeking employment after graduation

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topics that will benefit students in their classes and in the field **Over 50 and Motivated** Brian E. Howard,2017-04-01 Book Three in Motivated Series by Brian E Howard It happened It may have been a surprise or it could have been anticipated but at this point what does it matter You lost your job Or the frustrations at your current job have hit the boiling point You just can't take it anymore In either case change is inevitable But you're over the age of 50 and intellectually or intuitively you know your age could be a factor in your job search and you are right There are age related biases that exist in the job market that will work against you According to government statistics job seekers over 50 encounter more difficulty in getting new jobs and suffer notably longer unemployment than their younger counterparts But these statistics do not have to apply to you First immediately stop with the worry and negative thinking You're in a better position than you think There are employers out there that not only will hire you they are looking for you The key is to find them sell them on you and get them to hire you It's not as hard as you may think In the Over 50 and Motivated Brian E Howard will teach you a systematic approach for conducting a real world job search based on years of frontline recruiting experience helping thousands of tenured job seekers just like you He will teach you how to effectively conduct a job search in today's job market and techniques to successfully combat age biases He will show you how to get job offers and your next fulfilling career position Help is at your fingertips

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