

Tips for Effective Resume Writing

- Always proofread...several times! The goal is to be error-free!
- There is *not* one specific way to do a resume! Pick a style that you are comfortable with and that best shows your qualifications.
- Be detailed and specific, but remember that you will have the opportunity to elaborate in the interview - keep your resume to one or two pages.
- Your resume can easily be rearranged and reformatted for each position. (Arrange your professional skills by order of importance to each job if you are using the Functional Resume format.)
- Use a professional email address!
- Only include your GPA if it is above 3.0.
- Remember that your volunteer and professional involvements count as experience. Take every opportunity to gain leadership experience and highlight this in your resume.
- Try not to use a Word-Template. They are difficult to rearrange and manipulate!
- Print document on resume-quality paper.

See these resources for additional help:

- Resume examples and suggested templates can be found on the LVC Job Center.
- Make an appointment with Career Services for resume assistance and critiquing!

Career Services

Mund College Center
Lebanon Valley College
Annville, PA 17003

Phone: 717-867-6560

Fax: 717-867-6163

E-mail: careerservices@lvc.edu

Lebanon Valley College CAREER SERVICES

Chronological Format

RESUMES

CATHERINE YELLNER
3721 Anywhere Street, Apt. 942
San Francisco, CA 94121
610.123.4567
myemail@lvcmail.com

EDUCATION

Golden Gate University School of Law San Francisco, CA
 Golden Gate University School of Law, May 2007
 • Division of Jurisprudence Candidate, May 2007
 • Honors Learning Program, Postgraduate
 • Graduated with Honors
 • Public Interest Law Foundation (PILF) Board Member, Fundraising Auction Co-Chair
 • National Lawyers Guild Member

University of Virginia Charlottesville, VA
 Bachelor of Arts, Biology, January 1997

LEGAL EXPERIENCE

San Francisco Superior Court San Francisco, CA
 Judicial Fellow August-December 2006
 Worked as a law clerk to San Francisco Unified Family Court Judge. Assisted in motions, case management, researched legal issues, and prepared orders in court proceedings.

Family and Children's Law Center San Rafael, CA
 Law Clerk October 2006
 Assisted in family law cases, including divorce, child custody, and child support. Conducted research and drafted motions, pleadings, and legal briefs. Completed and filed judicial Council forms, conducted investigation and discovery, handled client correspondence.

Bay Area Legal Aid San Francisco, CA
 June 2006 - Present
 Family Law and Domestic Violence Division
 Represented and advised clients on issues of domestic violence, including restraining orders, property division, and domestic violence matters; represented clients in court for continuing order hearings, visit and child services, gender Neutral Settlement Agreements and Trial Briefs.

W.O.M.A.N., Inc. (Women Organized to Make Abuse Nonexistent) San Francisco, CA
 October 2005-September 2008
 Crisis Services, Prevention and Advocacy
 Coordinated activities of domestic abuse at a community-based domestic violence nonprofit organization. Coordinated the crisis line as program manager including scheduling, operation and 24-hour on-call support for other counselors. Managed 30+ crisis line volunteers including recruitment and training.

SKILLS AND CERTIFICATIONS

- Proficient in legal software, Microsoft Office, Word, and various databases
- Certified by the State Bar to represent clients through the Judicial Training of Law Institute Program
- Certified in the State of California as a Domestic Violence Crisis Counselor
- Conversant in French

www.lvc.edu/career

Your Name

Current Street Address

City, State, Zip Code

Phone Number

Professional Email Address

OBJECTIVE: Tailor your objective to the employer, position, and/or field. *Objectives are optional.*

SUMMARY OF QUALIFICATIONS: Optional. List the top 3-5 things that you offer to an employer that makes you different. Tailor these qualifications to what is important to the company/industry.

- Number of years experience in the industry (Ex: 3 years of teaching experience)
- Relevant credential, training, or certifications
- Language (Ex: Bilingual in Spanish and English)
- Computer experience that directly relates to position
- An accomplishment or quality that directly relates to position/industry

EDUCATION:

Bachelor of _____

Major:

Lebanon Valley College

Minor:

Expected Graduation Date (mm/yyyy)

GPA: (if above 3.0)

Annville, PA

Relevant Courses: Include this section only if it is relevant to position. Ex: specific Accounting classes that an internship requires, Technical Writing classes, Marketing classes, etc...

EMPLOYMENT HISTORY:

Job Title

Company Title

- Accomplishment/job duty
- Accomplishment/job duty
- Accomplishment/job duty

(If possible, show employer how experience relates to the position you are applying for, either directly or by demonstrating transferable skills.)

mm/yyyy – Present (most recent)

Location (city, state)

Job Title

Company Title

- Accomplishment/job duty (See notes from above)
- Accomplishment/job duty
- Accomplishment/job duty

mm/yyyy-mm/yyyy

City, State

Job Title

Company Title

- Accomplishment/job duty (See notes from above)
- Accomplishment/job duty
- Accomplishment/job duty

mm/yyyy-mm/yyyy (least recent)

City, State

VOLUNTEER WORK: (if applicable)

- Company/Organization
 - ◊ Involvement
- Company/Organization
 - ◊ Involvement

Date or Dates volunteered (most recent)

Date or Dates volunteered

PROFESSIONAL AND/OR STUDENT ORGANIZATIONS: if applicable

- Organization
 - ◊ Involvement
- Organization
 - ◊ Involvement

Dates involved (most recent)

Dates involved