

## 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](mailto:careerservices@lvc.edu)

## Lebanon Valley College CAREER SERVICES

### Types of Resumes An Overview

# 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  
 Doctor of Jurisprudence Candidate, May 2007  
 • Honors Learning Program, Postgraduate  
 • Graduated in the State of California, North Scholarship Recipient for 2005 and 2006  
 • 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 Brent S. Barnes, Municipal  
 judge.  
 Case summaries, researched legal issues, and prepared orders in court.

Family and Children's Law Center San Rafael, CA  
 Law Clerk October 2006  
 All state and municipal agencies, with clients for domestic proceedings, child custody matters,  
 property division, and domestic violence matters; represented clients in court for continuing order  
 hearings, visit and child services, gender-related Settlement Agreements and Trial Briefs.

Bay Area Legal Aid San Francisco, CA  
 June 2006 - Present  
 Family Law and Domestic Violence Division September 2005-March 2006  
 Represented and advised victims, plaintiffs, respondents, and legal broth, completed and filed Judicial  
 Council forms; conducted investigation and discovery; handled client correspondence.

W.O.M.A.N., Inc. (Women Organized to Make Abuse Nonexistent) San Francisco, CA  
 Crisis Services Program and Manager October 2000-September 2003  
 Coordinated services 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, Microsoft Office Word, and various databases
- Certified for domestic violence services and case law research certification for Women and Law.
- 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](http://www.lvc.edu/career)

## Functional Resumes

### Purpose of a Functional Resume:

Functional Resumes highlight skill sets that you have learned through your past experiences (work experiences, classroom/lab work, volunteer/community involvement, etc). This is a great resume for students who do not have a substantial amount of work experience or who are trying to highlight transferable skills for a specific position or employer.

### Things to include in a Functional Resume:

- Contact info: be sure there is a current address and a professional email!
- Objective: Tailor this to each specific position and/or company.
- Summary of Qualifications: *Optional* - include key attributes that don't seem to fit into another category of your resume (ex: bilingual in..., computer skills, etc).
- Education: Include a *Relevant Courses* section if applicable. (Be sure the employer can tell what the course is - don't just title it Biology 101). Include your graduation date!
- Professional Skills: Include 3-4 skills that are relevant to the position, each followed by bulleted points or statements that demonstrate this skill.
- Volunteer Work and/or Professional and Student Organizations: Be sure to include level of involvement and dates of participation!
- Employment History: Include job title, dates employed, company name, and location.

**Keep in mind...**The skills that you choose to highlight and the order that you list them can change depending on the position requirements.

## Chronological Resumes

### Purpose of a Chronological Resume:

Chronological Resumes give an employer a 'snapshot' of your previous work experience, starting with the most recent. They are especially recommended for students who have experience that is relevant to the position/field. Unlike Functional Resumes that highlight transferable skills, the Chronological Resume specifically illustrates what you were responsible for at each job and/or internship.

### Things to include in a Chronological Resume:

- Contact info: Same as Functional
- Objective: Same as Functional
- Summary of Qualifications: Same as Functional
- Education: Same as Functional
- Employment Experience: Be sure to list in reverse chronological order (most recent first). Include your job title, dates of employment, company name, and location. Follow up with 3-4 bulleted points that detail what you were responsible for. Try to illustrate your individual role and assignments in the company so that you can better show employers what you are capable of!
- Volunteer Work and/or Professional and Student Organizations: Even if it is not paid work, it is still valuable experience!

**Keep in mind...**Always be completely honest and do not exaggerate what your responsibilities were. Tell the truth on your resume!

A resume is supposed to be a 'snapshot' that will help you get an interview; while you should give as much detail as possible, keep your points concise and relevant.

## Combination Resumes

### What we mean by a Combination Resume:

There are more than two ways to format a resume! If you feel as though a Functional Resume isn't detailed enough but that you don't have quite enough information to fill a Chronological Resume, try combining the two!

### A few Possible Combination Resumes:

- You can break your experience section up into *Relevant Experience* (include previous employment, internships, volunteer work, etc that is relevant to the position applying for) and an *Other Experiences* section (include all other experiences that show transferrable skills but that may not be directly relevant).
- Another option is to construct a Chronological Resume and then follow each job with the skill sets that you learned from the position.

**Keep in mind...**These are only suggestions on how to combine different aspects of resumes. The possibilities are endless! **Make an appointment with Career Services for more help!**

The Contact info., Objective, Summary of Qualifications, and Education should be the same basic format regardless of the type of resume.

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