

Career

Entrepreneurship Graduate School

Service/Volunteerism

This is your opportunity to make a great impression!

Key Points

- Use your résumé to explain how you'll meet the employer's needs
- Make résumé professional, attractive and easy to read
- Place the most important information first
- Bold, italicize, or UPPERCASE to highlight critical facts no underline
- Stress results, skills and accomplishments rather than duties performed
- Use past tense for past activities and present tense for present activities
- Do not include personal information such as ethnicity or birth date
- Proofread numerous times for misspelled words and grammatical errors
- Choose headers to highlight your individual strengths
- Begin accomplishment statements with action verbs
- Avoid passive phrases (Responsible for; Duties include)
- Avoid personal pronouns such as "I," "me," and "my"
- Confine your résumé to one or two pages
- Do not use abbreviations, acronyms, slang, or jargon
- Laser print on quality white or off-white résumé paper
- Do not use computer-based résumé "templates"

Résumé Parts

Name & Address

- Include your name in a larger font than the rest of your résumé
- Include your address with your zip code, phone number with area code, and e-mail address

Objective vs. Summary / Professional Profile

- Objectives and Summary statements are optional. A strong one will allow you to emphasize your qualifications!
- Use an Objective or a Summary not both!
- Begin an Objective with an active verb such as "Seeking to..." or "To obtain...", then focus on the value you will bring the employer
- Use a Summary or Professional Profile to highlight 3 to 5 key skills, characteristics, or qualifications you can offer an employer

Education

- Summarize your educational achievements colleges attended, city & state, graduation dates (i.e. May 2015), certificates, academic
 majors, minors and course concentrations
- Start with most recent degree awarded and work backwards
- Do not list high school or earlier education unless exceptional or relevant in some way
- GPA is optional. It's best to include the GPA if yours is 3.50 or higher and you feel it will enhance your résumé
- Include any relevant coursework or training that is specific to the position you're seeking
- If you have earned any scholarships or paid part of your college expenses through work, you may list it in this section

Experience

- Any experience relevant to the position you're seeking, whether paid or unpaid, is significant and should be included in this section
- You may include full-time or part-time work experience, volunteer jobs, internships or cooperative education placements and clinical experience relevant to your field
- Focus on transferable skills communication, analysis, teamwork, research, leadership, writing, etc.
- Always list a month and year to clarify the length of your experience (i.e. May 2014 to July 2015) or list a season (i.e. Fall 2014)

Activities

- Emphasize any significant activities you've participated in outside of work community service, extra-curricular activities
- List activities that demonstrate leadership ability, initiative, team working skills and perseverance
- Highlight leadership or volunteer roles you have held by titling the section "Leadership Activities" or "Volunteer Experience"

Honors and Awards

- If the award or organization is well known, listing your honors and awards by themselves may be sufficient
- If it's not well known, clarify the qualifications of the award

References (Do not list the names of your references on your résumé.)

- Create a separate reference sheet to share with employers upon their request
- Prior to providing a reference's contact information, ask them if they will serve as a positive reference for you
- The reference page should replicate the top of your résumé in appearance
- Include each reference's name, professional title, organization, address, phone number and e-mail
- Do not write "References available upon request" on your résumé

Additional Information

- Include your areas of knowledge including: Special qualifications, language skills, computer skills, military experience
- List your contributions to industry related publications and your memberships
- Identify an organization's full name (i.e. Society for Human Resource Management), instead of using acronyms (i.e. SHRM)
- Do not include photos of yourself, hobbies, your birth date or Quick Response Codes your résumé

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SUMMARY

- · Adept at connecting with a diverse range of individuals in an instructional setting
- · Resourceful, creative and insightful, with ability to effectively resolve challenges
- · Fluent in Spanish and French languages including speaking, reading and writing
- Proven work ethic; worked 45 50 hours weekly during summer to offset tuition

EDUCATION

Bachelor's Degree in Elementary Education, Minor: Computer Science

Arcadia University, Glenside, PA

May 2014

Awards and Certifications:

- · PA State Certifications in Elementary Education and Mathematics June 2014
- Earned 3.76 GPA and Dean's List recognition 7 consecutive semesters

TEACHING EXPERIENCE

Mathematics Tutor

Academic Development Office, Arcadia University, Glenside, PA August 2013 – Present

- · Provide algebra and calculus instruction for individual students and small tutoring groups
- Develop tutorial programs to aid students in mathematical comprehension
- · Evaluate students' progress via written and verbal developmental reports

Student Teacher, 4th Grade

Enfield Elementary, Springfield, PA

Spring 2013

- Taught mathematics utilizing computer software, textbooks and customized lesson plans
- Collaborated with other 4th grade teachers to arrange a 43 student field trip to educate students on the subject of geology
- · Organized an exhibit for parents featuring mathematics portfolios of students

ADDITIONAL EXPERIENCE

Server

Applebee's Restaurant, East Stroudsburg, PA

Summers 2011, 2012 & 2013

- Served 7 to 10 tables per shift in a fast-paced environment
- · Communicated specific customer orders and requests to chefs and bartenders
- Utilized customer service skills to independently resolve customers' concerns
- Received an award for "Employee of the Month"

Sales Associate

Old Navy, Willow Grove, PA

September 2011 - May 2012

- · Communicated brand information and product details to ensure customer satisfaction
- · Created displays to effectively market new products and store promotions
- · Performed cashier duties and prepared new stock for sales floor

VOLUNTEER EXPERIENCE

Habitat for Humanity, Arcadia University, Glenside, PA

Fall 2012 – Spring 2013

- · Participated in student-led efforts to provide affordable housing for residents of Philadelphia
- Tracked student participation and organized meals for 75 student volunteers

Interfaith Hospitality Network, Arcadia University, Glenside, PA

Fall 2011 – Spring 2012

- · Visited children living in shelters, assisted with homework, games and facilitating arts and crafts
- · Contacted student organizations to generate interest and promote participation in the program

COMPUTER SKILLS

- Proficient in Microsoft Office including Word, Excel, PowerPoint and Outlook
- · Proficient in Windows and Macintosh operating systems

Justin A. Brunelli

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Seeking a public relations position to utilize and enhance my education and Objective

experience in media communications

Arcadia University Education

Glenside, PA

Bachelor's Degree in Business Administration

May 2015

· Emphasis: Marketing

Senior Thesis: "The Value of e-Marketing Strategies"

Study Abroad – Stirling, Scotland

Spring 2014

- · Studied the cultural aspects of global marketing and media relations
- · Learned the steps for developing an international business plan

Work

Experience

ESPN Television Networks

Bristol, CT

Media Relations Intern May 2013 - August 2013

- Wrote and edited programming notes and media advisories for 3 publications
- · Coordinated press conferences and interviews with athletic coaches and athletes Assisted producers and broadcasters with collecting information regarding daily
- events, shows and television guests
- Utilized effective communication, attention to detail and time management to work in a fast-paced environment

Taco Bell Glenside, PA

Night Manager

December 2011 - November 2012

- Closed store nightly and deposited shift earnings ranging from \$4000 to \$5000
- Trained 6 new employees on restaurant operations and procedures
- Managed and evaluated 5 to 7 employees during each shift

Leadership Experience

Housing and Residence Life, Arcadia University

Glenside, PA

Resident Assistant

Fall 2012 - Present

- Supervise and support 25 to 30 student residents through campus housing
- Facilitate teambuilding activities to enhance cohesiveness among residents
- Provide tours of campus housing for prospective students and their families

Men's Varsity Soccer Team, Arcadia University Team Captain

Glenside, PA November 2012 - Present

Team Member

August 2012 - November 2012

• Inform teammates of practice schedules and team policies

- Advise coaches of issues affecting team performance and academic achievement
- Collaborated with teammates to earn best single-season record in school history
- Earned All-Conference Academic honors during the Fall 2011 and 2012 seasons

Class of 2015. Arcadia University

Glenside, PA Fall 2013 - Present

Treasurer • Maintain records of deposits and expenses for the class of 2014 operations

Manage an operating budget in excess of \$5000

Additional **Activities**

Society for Business Administration, Arcadia University Student Member

Glenside, PA Fall 2013 - Present

- Participate in programs designed to promote awareness of global business trends
- Develop resources to assist students in succeeding as entrepreneurs