

# RESUME GUIDE

CAREER AND PROFESSIONAL DEVELOPMENT  
VISIT [CHAPMAN.EDU/CAREER](http://CHAPMAN.EDU/CAREER) FOR ADDITIONAL RESOURCES

**PETE PANTHER**  
(123) 456 7890 • panth100@mail.chapman.edu • LinkedIn Profile • City, State

---

**EDUCATION**

Bachelor of the Arts, Strategic & Corporate Communication, Psychology Minor May 2021  
Chapman University, School of Communication, Orange, CA 3.8 GPA  
Chancellors Scholarship: Academic Scholarship based on grade point and test scores (2011 to present)  
Chancellor's List (2011 to present)  
Hispanic Scholarship Fund, Haz La U Scholarship Recipient

Study Abroad, Anglo American University, School of Humanities & Social Sciences Spring 2019  
Foundation for Global Scholars, Study Abroad Scholarship Recipient

---

**PROFESSIONAL EXPERIENCE**

Mochella Music & Arts Festival, Orange, CA January 2020 – May 2020  
**Program Development Experience: Mochella (Music Festival)**

- Collaborated with a team of 11 people to divide and organize a \$1500 budget amongst four sub-committees
- Recruited 10 musical groups to perform & create a set list for two stages over a two and a half-hour period
- Coordinated with Chapman Radio and Chapman media services to borrow media equipment, including amps, microphones, smoke machines, and power cords
- Designed floor plan for venue and where each station would be set up, including food, activities, and two stages

Chapman University Office of Career and Professional Development, Orange, CA August 2019– May 2020  
**Front Desk Assistant**

- Provided students with information about career services, resources, and internship process
- Collaborated with marketing team to increase student attendance at events
- Assisted employers with recruiting and placement of jobs online
- Managed and processed student data with attention to detail and accuracy

Hertz, Seattle, WA December 2018– August 2019  
**Manager Trainee Intern**

- Processed up to 15 rental transactions per day and responded to inquiries on quotes and vehicles
- Prepared daily inventory reports to plan for reservations and meet the demand for rentals
- Analyzed employee productivity reports to set sales goals and target areas for improvement
- Participated in management meetings to discuss local and corporate business strategy

---

**ADDITIONAL RELEVANT EXPERIENCE**

ASBE Dean's Advisory Council, Orange, CA September 2019 – Present

- Formulate and execute projects with Assistant Dean and 16 student leaders to improve educational and career development at the business school
- Contribute project research, planning suggestions, and feedback at monthly meetings

National Society of Leadership and Success, Orange, CA September 2018 – Present

- Nominated through school-wide process based on academic achievement
- Facilitate discussions with student networking group about leadership goals and progress

I Am That Girl, Orange, CA September 2017 – Present

- Attend weekly meetings to discuss local and societal issues involving women and to develop methods for raising awareness on campus
- Coordinate chapter social events and community outreach opportunities
- Lead trust and teamwork activities for fourth-sixth graders at school for homeless children

---

**SKILLS**

- Fluent in Spanish (read, write, and speak)
- Proficient in French (read, write, and speak)
- Microsoft Office: Word, PowerPoint, Excel, Outlook, Access

## NAME

Make name larger and bolder than the rest of the document.

## EDUCATION

The education section can include awards and experiences related to your academics.

Do not include high school information after your first year in college.

## EXPERIENCE

You can have different experience sections in order to highlight your skills and relevant roles.

Include relevant experiences on your resume. Whether they were paid, unpaid, volunteer, or projects, the most important pieces are the skills that you learned during the experience.

Place experiences in reverse chronological order by start date.

Use consistent past tense verbs.

Months are optional. Be consistent in the formatting

## ADDITIONAL SECTIONS

Additional sections beyond experience are optional.

Limit headings to 3-4 total.

## FINAL TOUCHES

When sending your resume by email, be sure to save it as a PDF to avoid formatting errors on the employer's side.

Resumes should be 1 page long. Some employers do not look at longer resumes so it is not worth the risk.

Do not include references or refer "References available upon request."