

Panther Professional Development Plan Blurbs

Here are recommendations for showcasing the Panther Professional Development Program:

Create a “Professional Development” or “Achievements” section on your resume. Here, you can highlight the skills developed throughout your Action Plan. You can find the suggested format and description for this section, as well as a suggested cover letter blurb below.

Suggested Resume Blurb, when listing under a “Professional Development” or “Achievements” section:

Panther Professional Development Program, Chapman University, Orange, CA
[Dates: Month and Year]

- Exercised and developed the seven core competencies, such as critical thinking and communication, by _____ [add details about how you applied the competencies in your role or to your job duties]
- Enhanced professional skills and gained practical experience in _____ [specific projects or initiatives from your on-campus job]
- Participated in _____ [add specifics from your Action Plan]

Suggested Cover Letter Blurb (DO NOT COPY VERBATIM):

- My participation in the Panther Professional Development Program integrated the [National Association of Colleges and Employers’ \(NACE\) Career Readiness Competencies](#) into my on-campus employment experience and allowed me to enhance my professional skills and gain practical experience. As a result, I have developed the seven core skills, such as critical thinking and teamwork, necessary to distinguish myself as a competitive candidate by _____.

Notes:

- You need to edit/reword the above and tailor each blurb to this based on your unique experiences with the Panther Professional Development Program. **DO NOT use the suggested language verbatim.**
- You are welcome to visit the Office of Career and Professional Development for a [Drop-In](#) with questions or to refine this section.

Chapman University Career and Professional Development

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