

LAUREN BACALL

Campus Address:
Messiah College
Grantham, PA 17027
(717) 796-0000

IMPORTANT: If not your home address, then provide one at which you can be contacted during breaks, vacation and over the summer

Home Address:
111 Bogey Lane
Key Largo, FL 81818
(305) 123-4567

Email: lb1147@messiah.edu / laurenbacall@hotmail.com

Make it simple, yet specific

OBJECTIVE: Criminal Justice Internship – Working with Juveniles – Spring 2006

EDUCATION: Bachelor of Arts in Sociology / Concentration in Criminal Justice May 2006
Messiah College, Grantham, PA
GPA: 3.5 on a 4.0 scale

Shorten this list first, if you need room elsewhere

Relevant Coursework:
Abnormal Psychology
Social Psychology

Crime, Deviancy and Corrections
Criminal and Juvenile Justice Systems

Employers want to see your GPA, if above 3.0

INTERNATIONAL

EXPERIENCE: Barcelona, Spain - Semester Abroad Study Spring 2005
• Lived with Spanish family while attending classes at University of Barcelona

London, England - Cross-Cultural Tour May 2004
• Observed criminal investigative work at Scotland Yard

SKILLS:

Fluent in Spanish
Self-Motivated
Good Public Speaker
Microsoft Office 2000 and XP
FileMaker Pro 6.0 database

Assess yourself well, because employers want to know what skills you offer

This area highlights work related to your objective stated above

RELATED

EXPERIENCE: Criminal Research Assistant Summer 2005
Key Largo Police Department / Key Largo, FL

- Researched criminal backgrounds using local, regional and national sources
- Assisted with education programs on prevention of violence in schools
- Communicated in Spanish when needed for interpretation

Demonstrate your skill level through experiences

WORK

EXPERIENCE: Sales Associate 8/05- Present
Old Navy Store / Mechanicsburg, PA

- Manage multiple tasks, including monitoring sales, ordering and stocking of product
- Provide quality customer service to approximately 45 people each day

If you have no related experience, move this section up and expand it

ACTIVITIES: Messiah College Student Senate
Volunteer, Bethesda Mission Youth Program

SEE REVERSE SIDE FOR GUIDELINES

RESUME GUIDELINES

- Resumes are your “foot in the door” for an interview
- Limit your resume to one page
- Your email address should be professional (nothing like – “hotstuff@yahoo.com”)
- On a daily basis, check the email address(es) you have listed on your resume
- Use action verbs to describe your experience – e.g., supervised, coordinated, assisted
Past tense action verbs should be used for experiences that are finished. Present tense should be used for current work.
- Quantify your experience where possible – e.g., Managed program involving over fifty people
- Work should be listed in reverse chronological order - the most recent experience is first
- Use “bullets” in your format, like those on this page. They allow a person to quickly see what you have done. Do not use sentences and paragraphs.
- Use a standard font like Times New Roman or Arial. If your resume is emailed, a standard font can be viewed on most any computer, without losing formatting.
- Font size should be 10-12 pt. throughout. Some of the Microsoft Word templates use a very small font (8 or 9 pt.) for your address, phone and email. When faxed, these become very hard to read.
- Margins should be no less than .75” and no greater than 1.25”
- **Guidelines for emailing your resume**
 - All of the above guidelines apply
 - Before you fill-in anything else, attach your resume
 - Type in the correct email address for your contact
 - Do NOT send one email to multiple sites. You should tailor your email for one organization at a time.
 - Subject should be descriptive: “Resume - Spring Justice Internship - Lauren Bacall”
 - Body of the email serves as your cover letter; write just a couple brief paragraphs
 - Be sure to “sign” it with your full name and complete contact information at the end of the email; do not rely on the recipient to find out that information from your resume
- **Guidelines for mailing your resume or for handing it out at internship/job fairs**
 - Print your resume on white or a light, pastel-colored paper (blue or cream). It allows for good-quality photocopies to be made.
 - Use paper with a little bit of thickness and/or texture; not normal copier paper
 - For large organizations - If you really want a particular position and want to be sure your resume gets at least a first look, use something like a Fed-Ex or UPS overnight, or two-day service, to send it.