

# Wartburg West Resume Guideline

Contact Career Services-Pathways at 8615 for assistance completing your resume

Resume Checklist:

Completed:

Resume should be one page in length. (unless education or Social Work)	
Resume should be printed on “white” resume quality paper. No colored or speckled papers.	
The document must be created in “Word” format or sent as a PDF	
Do not list any high school experiences.	
When describing your experiences, use concise bullet points, not paragraph format.	
<p>Here are some sample headings to include on your resume:</p> <p><b><u>Name</u></b></p> <p><b><u>Current &amp; Permanent Address</u></b> (complete with phone #'s &amp; E-Mail Address)</p> <p><b><u>Objective</u></b> What type of internship setting are you seeking. Do not list getting into Wartburg West or list a specific company or organization.</p> <p><b><u>Education &amp; Honors</u></b> List majors, minors, endorsements, certificates and GPA</p> <p><b><u>Related Coursework</u></b> This should include coursework related to desired internships</p> <p><b><u>Computer Skills</u></b> List all relevant computer skills</p> <p><b><u>Experience</u></b> Primarily related to desired internship field – If you don’t have any experience, include job related experience – Note: You do not have to describe every aspect of your work, just the most relevant information.</p> <p><b><u>Volunteer &amp; Extracurricular Activities</u></b> Just list the different experiences, only describe experiences that relate to your desired internship placement.</p>	