

BRITTANY DODGE

IMPORTANT: Provide email and phone numbers at which you can be contacted during breaks, vacation and over the summer.

Messiah College
Grantham, PA 17027
→ (717) 796-0000

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OBJECTIVE: Public Policy Internship – Spring 2012

Make it simple, yet specific. Use the word "Internship". Specify semester.

EDUCATION:

Bachelor of Arts in Politics May 2012
Messiah College, Grantham, PA
GPA: 3.5 on a 4.0 scale ← Employers want to see your GPA, if above 3.0

Shorten this list first, if you need room elsewhere

Relevant Coursework:

Public Policy Economics of Social Issues
Political Research Methods International Politics

INTERNATIONAL EXPERIENCE:

Barcelona, Spain - Semester Abroad Study Spring 2010
• Lived with Spanish family while attending classes at University of Barcelona

London, England - Cross-Cultural Tour May 2011
• Shadowed MP in English Parliament

SKILLS:

Fluent in Spanish
Self-Motivated
Good Public Speaker
Microsoft Office Vista and Apple OSX
FileMaker Pro 11 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:

Political Research Assistant Summer 2011
Senator Michael True / Harrisburg, PA

- Researched demographics of constituents using local, regional and national sources
- Assisted constituents with federal agency problems
- Communicated in Spanish when needed for interpretation

Demonstrate your skill level through experiences

WORK EXPERIENCE:

Sales Associate 8/10- Present
Old Navy Store / Camp Hill, 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, "Get Out The Vote"

RESUME GUIDELINES

- Limit your resume to one page
- Use a standard font like Calibri or Cambria. 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.
- Your email address should be professional (nothing like – “hotstuff@yahoo.com”)
- Work should be listed in reverse chronological order - the most recent experience is first
- 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
- 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.
- 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 as an Adobe PDF document.
 - 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 a first look, use something like a Fed-Ex or UPS overnight, or two-day service, to send it.