

**BRITTANY DODGE**

**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 Truth Lane  
Harrisburg, PA 17111  
(717) 712-1111

Email: bd1147@messiah.edu / brittanyd@gmail.com

**OBJECTIVE:** Public Policy Internship – Fall 2009

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

**EDUCATION:** Bachelor of Arts in Politics May 2010  
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
- Political Research Methods
- Economics of Social Issues
- International Politics

**INTERNATIONAL**

**EXPERIENCE:** Barcelona, Spain - Semester Abroad Study Spring 2009  

- Lived with Spanish family while attending classes at University of Barcelona

London, England - Cross-Cultural Tour May 2009  

- Shadowed MP in English Parliament

**SKILLS:**  
Fluent in Spanish  
Self-Motivated  
Good Public Speaker  
Microsoft Office Vista and Apple OSX  
FileMaker Pro 9.0 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:** Political Research Assistant Summer 2009  
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 8/08- 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, "Get Out The Vote"

**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.