



CEDARVILLE
UNIVERSITY.

CAREER SERVICES

UPDATE YOUR RESUME

How to add your recent summer job or internship

Most Recent Employer: _____ Title _____

City, ST _____ Date Started _____ Date Ended _____

What did you do at your summer job/internship that helped your employer make money, save money, or become more efficient and productive? Include quantifiable numbers in either dollar signs or percentages, if possible.

List conferences attended. Include workshop titles, dates, city, and name of sponsoring organization.

List certificates or licenses earned.

Include awards or honors.

List new computer skills learned. Don't forget to include the names of any software used in your industry.

List additional accomplishments (customer service satisfaction ratings, promotions, professional organizations joined, specialized training, or anything not mentioned above).