



**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).