

SAMPLE RESUME

Street Address
City, ST Zip Code

Phone Number
e-mail Address

SUMMARY

List your qualifications, experience, why you want this job. Here you have to convince the reader that you are qualified for this position. Make sure you have evidence to back up your claims.

QUALIFICATIONS

- This section is optional if you have a strong education and you have space in your resume then include it.
- Do not use more than 4 bullet points in a group.
- The font of your resume should be in 12pt and use a basic font like Times New Roman.

JOB EXPERIENCE

LAST JOB TITLE

Years start finish

What is the position you held & the name of the organization you worked for if you think this is relevant to potential employer. A well known previous employer is an asset.

- Use Bullet points to emphasis accomplishments.
- Use key words for your particular industry. These can be picked out from the job advert itself and from industry periodicals.
- Do not cram too much make sure it is easy to read. Use white space to separate

YOUR CURRENT TO THE LAST JOB

Years start finish

Employers receive a LOT of resumes each sentence and word must have a reason to be in a CV. Somebody who does not know you must be convinced you are the right person from the job from this one page document so make sure you use the limited space correctly.

- Achievements are shown in bullet points. Given quantifiable values to your achievements.
- Do not give away too much, although you cannot do that if you keep you job description to one or two lines.
- If you have an irregular career use a functional resume instead of a chronological resume.

A poorly organized resume can be skipped, make sure it is legible and have a logical flow. The length of your resume should reflect your career. If you are out of school one page will suffice.

PROFESSIONAL MEMBERSHIPS

Include memberships related to this job

REFERENCES or PERSONAL INFORMATION

Available upon request.

EDUCATION

Masters/Majors Minors Diplomas
Include the highest 2/3 qualifications you have