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entire document

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Name: 14-16

# SIMON SOCIOLOGY

## Campus Address:

WSC, Berry Hall #254

Wayne, NE 68787

(402) 375-0000

e-mail: sisociol@willy.edu

## Permanent Address:

6000 Oakwood Lane

Sioux City, IA 51102

(712) 277-0000

## OBJECTIVE

To obtain the Case Aide position with the State of Nebraska, #34-22348

## EDUCATION

### Bachelor of Science degree in Sociology

Minor: Criminal Justice

Degree to be conferred: May [year]

Wayne State College, Wayne, Nebraska

GPA: 3.7

Use clear, concise  
objective

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Body of Resume:  
11-12

Only include GPA if  
3.0 or higher

## INTERNSHIP

*Staff Assistant & Volunteer*

May [year]-Present

Haven House, Wayne, NE

- Provide confidential support to victims of domestic and sexual assault
- Assist with support groups for survivors of assault
- Assist with legal referrals and obtaining protection orders
- Carry pager to ensure 24 hour, 7 day coverage of crisis line
- Observe educational and prevention programs for children and young adults on child sexual abuse, sexual assault, dating violence and other forms of gender-based violence

## EMPLOYMENT

*Direct Support Staff*

May [year]-Present

NorthStar Services, Wayne, NE

- Provide direct care to residents with disabilities
- Completed Medication Aide Assistance training
- Assist with adaptive behavior programs
- Help clients establish ties in the community
- Assist clients with personal finances

List jobs -  
most recent  
first

Start each  
description  
with a  
strong  
action verb

Watch  
verb  
tenses  
—use  
present  
tense if  
still at  
job/  
past  
tense if  
not.

*Sales Associate*

May [year]-October

Lady Footlocker, Sioux City, IA

- Operated cash register and handle financial transactions
- Provided excellent customer service
- Assisted in the retail sale of clothing and accessories
- Understood and followed loss-prevention procedures

## HONORS & ACTIVITIES

Psychology and Sociology Club, President, 200X-Present

Pi Gamma Mu, Social Science International Honor Society, 200X-Present

Alpha Phi Sigma, National Criminal Justice Society, 2000X-Present

Dean's List, # semesters

Dorm Council, Member, 2006-2008

WSC Varsity Track Team, Member, 2006-2008

Intramural Sports, Participant

Second page should at least have your name and page 2, or can use same heading as Page 1.

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Sioux City, IA 51102  
(712) 277-0000

### REFERENCES

Ask references before using and ask where they wish to be contacted (home or work).

Mr. Mark Short  
Supervisor  
Northstar Services  
400 North Street  
Wayne, NE 68787  
(402) 375-0123  
mshort@msn.com

Ms. Leslie Shane  
Director  
Haven House  
700 South Main Street  
Wayne, NE 68787  
(402) 375-1111  
leslie@havenhouse.org

Dr. Jim Lent  
Sociology Professor  
Wayne State College  
1111 Main Street  
Wayne, NE 68787  
(402) 375-7200  
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Mrs. Linda George  
Counselor  
Cunningham High School  
600 East Drive  
Cunningham, IA 55555  
(712) 777-7777  
ligeorge@cunningham.edu

### OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework or Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.