

Font Styles: Times
New Roman or Arial

TERRENCE COMPUTER

1234 East Novak Road
Norfolk, NE 68701
(402) 379-5000
tcompu@hotmail.com

Font Size for
Name: 14-16

OBJECTIVE: To obtain the Network Specialist's position with Werner Trucking

EDUCATION

Bachelor of Science, Computer Information Systems
Concentration: Networking
To be conferred: May [year]
Wayne State College, Wayne, NE
GPA: 3.34

Use clear,
concise objective

Font Size for Body
of Resume: 11-12

Only include GPA
if 3.0 or higher

COMPUTER SKILLS

C ++ ■ Visual Basic ■ Java ■ COBOL ■ HTML
Novell NetWare 3.12 ■ Windows 98/2000/XP ■ Web Page Development
Microsoft Word ■ Excel ■ PowerPoint ■ Access
A+ Certification, [date]

Start each
description
with a strong
action verb

List jobs - most
recent first

RELATED EXPERIENCE

INFORMATION SYSTEMS INTERNSHIP

Providence Medical Center, Wayne, NE (January [year]-Present)

- Work with system analysts to research and resolve local and wide area network issues on a network that includes OS/400, NetWare, UNIX and Windows NT
- Provide on-site hardware and software support for desktop hardware and applications

HELP DESK CONSULTANT

Wayne State College, Wayne, NE (August [year]-January [year])

- Provided technical support for faculty and staff with software and technical inquiries
- Performed troubleshooting and repair of computers and printers
- Assisted staff and faculty in using computer applications and software

OTHER EXPERIENCE

Blair Farms, Norfolk, NE, Farmhand (April [year] – Present)

- Assist with harvesting and livestock
- Operate large machinery and perform maintenance on equipment

Menards, Norfolk, NE, Cashier (March [year] – April [year])

- Operated cash register and collected money due on account
- Arranged and displayed inventory by cash registers
- Assisted customers in locating merchandise

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

HONORS & ACTIVITIES

Association for Computer Machinery (ACM), President
Delta Sigma Pi Business Fraternity, Social Chair
Dean's List
Intramural Sports, Participant

Get involved!
Employers like to
see students who
have been active on-
campus and in the
community.

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

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

Mr. Past Employer, Director
Providence Medical Center
500 E. 10th St.
Wayne, NE 68787
(402) 375-0000
past.emp@pmc.com

REFERENCES

Ms. Jane Doe, Instructor
School of Business
Wayne State College
1111 Main St.
Wayne, NE 68787
(402) 375-7000
jane.doe@school.edu

Ms. Past Employer, Manager
Menards
2311 Taylor Ave.
Norfolk, NE 68701
(402) 644-7919
contact@menards.com

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, or Relevant Coursework instead of 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.