

Font Styles:
Times New
Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

CANDACE CHRONOLOGICAL

Campus Address:

WSC, Berry Hall #254

Wayne, NE 68787

(402) 375-0000

e-mail: csmall@willy.edu

Permanent Address:

6000 Oakwood Lane

Sioux City, IA 51102

(712) 277-0000

OBJECTIVE

To obtain an internship in Accounting

Use clear, concise
objective

EDUCATION

Bachelor of Science in Business Administration

Concentration: Accounting

Degree to be conferred: May [year]

Wayne State College, Wayne, Nebraska

GPA: 3.7

Only include GPA if
3.0 or higher

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Body of Resume:
11-12

PROFILE

- Proficient in several computer applications including Microsoft Word, Excel, PowerPoint, and QuickBooks
- Developed excellent communication skills through customer service involvement
- Attentive to detail and the importance of time management
- Involved in both individual and team projects through coursework

EMPLOYMENT

Sales Associate

Lady Footlocker, Sioux City, Iowa

- Operate cash register and handle financial transactions
- Provide excellent customer service
- Assist in the retail sale of clothing and accessories
- Understand and follow loss-prevention procedures

May [year]-present

Start each
description
with a
strong
action verb

List jobs -
most recent
first

Waitress

Jace's Restaurant, Wayne, Nebraska

- Maintain a positive attitude while serving customers
- Handle daily cash transactions

October [year]-present

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

Bank Teller

Anyone's Bank, Wayne, Nebraska

- Processed and balanced transactions according to bank policies
- Assisted customers with a variety of inquiries
- Balanced night depository bags and post office deposits
- Performed daily operations using the teller terminal and check proofing machine

May [year]-October [year]

HONORS & ACTIVITIES

Dean's List

Dorm Council, Member

WSC Varsity Track Team, Member

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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REFERENCES

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

Mr. Mark Short
Owner
Jace's Restaurant
400 North Street
Wayne, NE 68787
(402) 375-0123
mshort@msn.com

Ms. Leslie Shane
Manager
Lady Footlocker
7000 South Main Street
Sioux City, IA 00000
(712) 277-7654
leslie@footlocker.net

Dr. Jim Lent
Business Professor
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7200
jlent1@wsc.edu

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.