

Font Styles: Times
New Roman or Arial

Approx. 1" margins
on entire document

Font Size for
Name: 14-16

JOE FUNCTIONAL

Campus Address:
WSC, Berry 102
Wayne, NE 68787
(402) 375-0000

e-mail: *jfunctional@hotmail.com*

Permanent Address:
616 Crescent Street
Omaha, NE 64444
(402) 489-0000

OBJECTIVE

To obtain a position as a Management Trainee

Use clear,
concise objective

Font Size for
Body of
Resume: 11-12

EDUCATION

Bachelor of Science in Business Administration
Concentration in Management
Expected Graduation: May [year]
Wayne State College, Wayne, NE

SUMMARY OF QUALIFICATIONS

Management Skills

- Recruited and trained workers to meet quality standards
- Developed collection policy and billing procedures for self-owned business
- Motivated employees and maintained good working relationships
- Demonstrated ability to assume responsibility without supervision
- Maintained strong rapport with top management through efficient and timely work

Additional Business Skills

- Solely marketed, financed and developed a private lawn service company
- Increased number of customer accounts by 300% in three years of operating self-owned business
- Gained sales experience while employed with seed corn company
- Developed effective time management skills while combining employment, education and campus activities
- Proficient in several software applications including Microsoft Word, Works, PowerPoint, and Excel

Start each
description
with a →
strong
action verb

Communication Skills

- Involved in customer relations through sales and construction positions
- Served as friend and counselor to students through involvement with campus ministry
- Receptive to the needs of customers, co-workers and management in numerous employment settings
- Developed strong presentation skills through coursework involving both individual and team assignments
- Read, write and speak Spanish on a basic conversational level

List jobs - most recent first

EMPLOYMENT

Self-employed, Joe's Lawn Service, Wayne, NE
Sales Associate, Complete Computers, Norfolk, NE
Construction Worker, McNeil's Construction Co., Omaha, NE

May [year]-Present
Sept. [year]-April [year]
Summers, [year]-[year]

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

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HONORS AND ACTIVITIES

Delta Sigma Pi Business Fraternity Member, [year]-Present
Campus Ministry Leader, [year]-Present
Intramural Sports Participant, [year]-Present
Student Senate Member, [year]
Dean's List, 3 semesters

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

REFERENCES

Mr. Art Fields
Manager
Complete Computers
400 North Street
Norfolk, NE 68701
(402) 379-0000
Artfields@complete.com

Mr. Alan Jacobs
Owner
McNeil's Construction Co.
7000 South Main Street
Omaha, NE 00000
(402) 277-0000
alanjacobs@yahoo.com

Dr. Bob Els
Business Professor
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-0000
boels@wsc.edu

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

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.