

Font Styles: Times  
New Roman or Arial

Approx. 1" margins  
on entire document

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Name: 14-16

# EMILY EARLYCHILDHOOD

**Campus Address:**  
WSC, Neihardt 000  
Wayne, NE 68787  
(402) 375-0000

ilovekids@msn.com

**Permanent Address:**  
111 Shore Street  
Bakers, SD 51236  
(515) 252-0000

## OBJECTIVE

To obtain a position working with children

Use clear,  
concise objective

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Resume:  
11-12

## EDUCATION

### Bachelor of Science Degree in Early Childhood

Degree to be conferred: December [year]  
Wayne State College, Wayne, NE  
GPA: 3.7

Only include GPA  
if 3.0 or higher

## RELATED EXPERIENCE

### *Student Teacher Practicum*

Kiddie College Preschool, Wayne State College, Wayne, NE

- Prepared and taught lessons for children ages 3-5 years old
- Planned nutritious snacks for children
- Helped integrate children with special needs into mainstream classes
- Discussed with parents and other educators aspects of the child's development
- Supervised and worked with other student teachers

Spring [year] & Fall [year]

List jobs  
- most  
recent  
first

### *Teacher*

Color My World Child Care, Littleton, NE

- Planned lessons for three-year old children
- Assisted in daily activities such as sports, field trips and outdoor play
- Enhanced verbal and listening skills

Summer [year] & [year]

Start each  
description  
with a strong  
action verb

## OTHER EXPERIENCE

### *Desk Attendant*

Wayne State College Student Center, Wayne, NE

- Provide information to visitors of the Student Center building
- Monitor and provide security of building during weekend shift

August [year]-Present

### *Phonathon Caller*

Wayne State College, Wayne, NE

- Seek donations for scholarships and other financial aid awards
- Provide information on college's objectives and fund-raising campaigns

October [year]-Present

## HONORS & ACTIVITIES

Wayne State College Artistocats, Dancer  
Cardinal Key Honor Society, Member  
Intramurals Sports, Participant

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

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

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

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### REFERENCES

Ms. Emma Childhood  
Advisor  
Wayne State College  
1111 Main Street  
Wayne, NE 68787  
(402) 375-0000  
emchild1@wsc.edu

Ms. Rhonda Baker  
Owner  
Color My World Child Care  
550 Blaine Street  
Littleton, NE 68000  
(212) 755-0000  
rbchildcare@msn.com

Mr. Rick Centers  
Student Center Manager  
Wayne State College  
1111 Main Street  
Wayne, NE 68787  
(402) 375-0001  
ricente1@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.