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Times New  
Roman or  
Arial

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Name: 14-16

## Faith L. Fashion

000 Windom Street ♦ Wayne, NE 68787 ♦ (402) 375-0000 ♦ fashion@hotmail.com

### OBJECTIVE

To obtain a position in Fashion Merchandising as a Retail Buyer

Use clear,  
concise objective

### EDUCATION

**Bachelor of Science in Family and Consumer Science**

Major: Fashion Merchandising  
Wayne State College, Wayne, NE  
Graduation: May [year]  
GPA: 3.5

Only include GPA if  
3.0 or higher

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of Resume: 11-12

### INTERNSHIP

**Westridge Bridal** Sioux Falls, SD Summer [year]

- ♦ Consulted with brides to select the perfect wedding gown, while taking body type consultation
- ♦ Learned internal and external aspects of the store's management
- ♦ Involved in inventory management and ordered merchandise
- ♦ Greeted customers and created a friendly shopping atmosphere

### RELATED EXPERIENCE

**Swan's Apparel** Wayne, NE May [year]- Present

Visual Merchandiser

- ♦ Design store front windows
- ♦ Dress mannequins to display current fashions
- ♦ Assist customers with garments and accessories selections
- ♦ Use imagination to create appealing visual displays

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.

**American Eagle Outfitters** Omaha, NE May [year]-August [year]

Sales Associate

- ♦ Acted as head cashier and handled daily transactions
- ♦ Ensured floor sets in proper placement
- ♦ Created positive atmosphere for surrounding colleagues
- ♦ Competed in bonus incentive within the company

### OTHER EXPERIENCE

Cashier, Pac 'N' Save, Wayne, NE August [year]-May [year]

Waitress, The Brass Lantern, Norfolk, NE March [year]-August [year]

### HONORS & ACTIVITIES

Association of Family & Consumer Science, Member

Wayne State College Ambassador

United Way for Life, Volunteer

Berry Hall, Representative

Relay for Life Cancer Walk, Participant

Intramurals, 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).

Ms. Penny Rogers  
Owner  
Westridge Bridal  
310 N 75<sup>th</sup> Street  
Sioux Falls, SD 68529  
(504) 391-0000  
progers@bridal.com

Ms. Connie Advisor  
Professor  
Wayne State College  
1111 Main Street  
Wayne, NE 68787  
(402) 375-7000  
coadvis1@wsc.edu

Ms. Gina Clothes  
Owner  
Swan's Apparel  
202 Main Street  
Wayne, NE 68787  
(402) 375-0000

### 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.