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Roman or Arial

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entire document

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Name: 14-16

ETHAN MATH
711 North Maple Street
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OBJECTIVE: To obtain the Claims Unit Specialist position with Marx Underwriters

EDUCATION

Use clear, concise
objective

Bachelor of Science Degree in Theoretical Mathematics

Degree to be conferred: May [year]
Wayne State College, Wayne, Nebraska
• GPA: 3.5

Only include GPA if
3.0 or higher

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Body of
Resume: 11-12

RELATED COURSE WORK

Real Analysis • Numerical Analysis • Differential Equations • Probability and Statistics

EMPLOYMENT

Math Peer Tutor, Wayne State College, Wayne, NE

- Provide academic assistance to students in math subject area
- Conduct intensive review sessions
- Act as liaison between students and instructors

August [year]-Present

List jobs -
most recent
first

Start
each
duty
with a
strong
action
verb

Temporary Employee, Snelling Personnel Services, Omaha, NE

- Performed basic bookkeeping duties for a local civic organization
- Maintained general and subsidiary ledgers
- Entered data into budget spreadsheets using Excel

May [year]- August [year]

Bank Teller, First Bank, Wayne, NE

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

June [year]- May [year]

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

HONORS & ACTIVITIES

Dean's List
Kappa Mu Epsilon, National Mathematics Honor Society
WSC Habitat for Humanity
Student Council Representative
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

Dr. Cindy Lane
Professor, Natural and Social Sciences
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Wayne, NE 68787
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Mr. Jim Randalls
Loan Officer
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Dr. John Danner, DDS
Dentist
Bright Smiles Dental Clinic
604 Lakeridge Drive
Norfolk, NE 68701
(402) 371-6972
drjohn@huntel.net

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.