Font Styles: Times New Roman or Arial 1" margins on entire document

Font Size for Name: 14-16

711 North Maple Street
Wayne, NE 68787
(402) 375-0000

Only include GPA if

3.0 or higher

OBJECTIVE: To obtain the Claims Unit Specialist position with Marx Underwriters

EDUCATION

ethanmath@yahoo.com

Use clear, concise objective

Bachelor of Science Degree in Theoretical Mathematics

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

Wayne State College,GPA: 3.5

, Nebraska

RELATED COURSE WORK

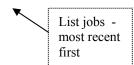
Real Analysis • Numerical Analysis • Differential Equations • Probability and Statistics

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



May [year]- August [year]

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

Bank Teller, First Bank, Wayne, NE

June [year]- May [year]

- 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

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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.

Start each duty with a strong action verb

Font Size for Body of

Resume: 11-12

Watch verb tenses
—use present 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.

ETHAN MATH

711 North Maple Street Wayne, NE 68787 (402) 375-0000 ethanmath@yahoo.com

REFERENCES

Dr. Cindy Lane Professor, Natural and Social Siences Wayne State College 1111 Main Street Wayne, NE 68787 (402) 375-7000 cilane1@wsc.edu

Dr. John Danner, DDS Dentist Bright Smiles Dental Clinic 604 Lakeridge Drive Norfolk, NE 68701 (402) 371-6972 drjohn@huntel.net Mr. Jim Randalls Loan Officer Bank First 220 West 7th Street Wayne, NE 68787 (402) 375-1114 jim.randalls@bankfirst.com

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.