

Font Styles:
Times New
Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

SIMON SOCIOLOGY

Campus Address:

WSC, Berry Hall #254
Wayne, NE 68787
(402) 375-0000
e-mail: sisociol@willy.edu

Permanent Address:

6000 Oakwood Lane
Sioux City, IA 51102
(712) 277-0000

OBJECTIVE

To obtain the Case Aide position with the State of Nebraska, #34-22348

EDUCATION

Bachelor of Science degree in Sociology

Minor: Criminal Justice

Degree to be conferred: May [year]

Wayne State College, Wayne, Nebraska

GPA: 3.7

Use clear, concise
objective

Font Size for
Body of Resume:
11-12

Only include GPA if
3.0 or higher

INTERNSHIP

Staff Assistant & Volunteer

May [year]-Present

Haven House, Wayne, NE

- Provide confidential support to victims of domestic and sexual assault
- Assist with support groups for survivors of assault
- Assist with legal referrals and obtaining protection orders
- Carry pager to ensure 24 hour, 7 day coverage of crisis line
- Observe educational and prevention programs for children and young adults on child sexual abuse, sexual assault, dating violence and other forms of gender-based violence

EMPLOYMENT

Direct Support Staff

May [year]-Present

NorthStar Services, Wayne, NE

- Provide direct care to residents with disabilities
- Completed Medication Aide Assistance training
- Assist with adaptive behavior programs
- Help clients establish ties in the community
- Assist clients with personal finances

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.

Sales Associate

May [year]-October

Lady Footlocker, Sioux City, IA

- Operated cash register and handle financial transactions
- Provided excellent customer service
- Assisted in the retail sale of clothing and accessories
- Understood and followed loss-prevention procedures

HONORS & ACTIVITIES

Psychology and Sociology Club, President, 200X-Present

Pi Gamma Mu, Social Science International Honor Society, 200X-Present

Alpha Phi Sigma, National Criminal Justice Society, 2000X-Present

Dean's List, # semesters

Dorm Council, Member, 2006-2008

WSC Varsity Track Team, Member, 2006-2008

Intramural Sports, Participant

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).

Mr. Mark Short
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Northstar Services
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Ms. Leslie Shane
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Dr. Jim Lent
Sociology Professor
Wayne State College
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Mrs. Linda George
Counselor
Cunningham High School
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Cunningham, IA 55555
(712) 777-7777
ligeorge@cunningham.edu

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, Relevant Coursework or 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.