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for Name:
14-16

Sonny Sport Management

701 Walnut St. Wayne, NE 68787
(402) 833-1111, home or (402) 375-2222, cellular
sonnysport@hunte.net

Use clear,
concise objective

OBJECTIVE: To obtain the Ticket Sales Account Executive position for the Monarchs

EDUCATION

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Resume:
11-12

Bachelor of Science in Sport Management

Minor: Business Administration
Degree to be conferred May [year]
Wayne State College, Wayne, NE
GPA: 3.6

Only include
GPA if 3.0 or
higher

INTERNSHIP

Start each
description
with a
strong
action verb

Lincoln Capitols, Lincoln, NE

Summer [year]

- Set up promotions, contests and activities prior to games
 - Assisted in the ticket booth on football game days distributing tickets to season ticket holders and local sponsors
 - Prepared press releases and wrote feature stories
 - Sold merchandise on game days
 - Videotaped games and edited videos to coaches specifications
-

WORK HISTORY

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

Carhart Lumber Company, Wayne, NE

September [year]-Present

Cashier/Sales

- Answer customer questions regarding merchandise selections
- Design product displays and signs
- Maintain inventory on sales floor
- Operate and balance cash register

List jobs -
most recent
first

Koenig Crop Consulting, Wayne, NE

May [year]-August [year]

Field Scout

- Observed and identified crop growth, disease, and pest information for the producer
 - Provided the producer with recommendations for chemical applications
 - Extracted soil samples to determine nutrient deficiencies
-

HONORS & ACTIVITIES

WSC Football, Team Member
S.P.O.R.T.S. Club, President [year]
Blue Key Honor Society
Special Olympics of Nebraska, Volunteer

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

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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, 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.