

DIAGRAM OF A WELL CRAFTED RESUME.

Lead off with your name and contact information.

In no more than two sentences, state your employment goals in general or to a specific job.

List your work history.

Detail who you work for and when, starting with the most recent job.

Be sure to list your job title and detail the duties you performed in that job.

Be sure to list all the relevant employers and jobs which pertain to the position for which you are applying.

List your highest level of education with any degrees earned. Also list in schooling experiences relevant to the job.

List in bullet format or as a sentence any outside hobbies or personal interests.

Have a list of references at the ready when asked.

Name

Address
Phone Number / Email

Objective:

(Example) I am seeking employment with a company where I can use my talents and skills to grow and expand the company.

Work Experience:

Year started- Year Finished

LAST EMPLOYER NAME

City, State

JOB TITLE

WHAT YOU DID

- FOR THE FAMILY (List Duties and services performed.)

Year started- Year Finished

LAST EMPLOYER NAME

City, State

JOB TITLE

WHAT YOU DID

- FOR THE FAMILY (List Duties and services performed.)

Year started- Year Finished

LAST EMPLOYER NAME

City, State

JOB TITLE

WHAT YOU DID

- FOR THE FAMILY (List Duties and services performed.)

Education:

Year started- Year Finished

- **School or Univeristy Name**

- What Degree you graduated with.

- Educational experiences which may pertain to job application.

Interests:

What hobbies, activities and skills you possess that show you are a well rounded applicant and a possible good fit for the job.

References available upon request.

HELPFUL HINT:

Be sure to use a typeface that is legible and use typesizes that are easy to read.

HELPFUL HINT:

While most resumes are submitted electronically, be sure to have at least two physical versions on you when attending the job interview. Make sure that it is printed on a nice light toned paper to improve legibility.