**Permanent Address:** 1701 1<sup>st</sup> Avenue Norfolk, NE 68701 (402) 371-2000

objective

Use clear, concise

e-mail: bbroadcast@msn.com

To obtain the Radio Announcer position with KXXX Radio

**EDUCATION** Associate of Applied Science in Broadcasting –Radio/TV Concentration Degree Conferred in May [year] Northeast Community College, Norfolk, NE Only include GPA GPA: 3.8 if 3.0 or higher

## **INTERNSHIP**

KWWW Hits Radio, Omaha, NE

- Experienced the day-to-day operations of a radio station in a metropolitan city
- Recorded, produced and dubbed commercials and programs
- Travelled to area communities to cover activities and events
- Exposure to field recording equipment, digital editing software, studio boards and automation systems

# **RELATED EXPERIENCE**

KHWK-FM Campus Radio Station, Northeast Community College, Norfolk, NE

- Prepare and deliver news, sports and weather reports
- Announce news flashes to inform audiences of important events
- Interview show guests about topics of interest
- Use creativity in hosting fun shows for student audience

# **EMPLOYMENT**

## **Resident Assistant**

Simon Hall, Northeast Community College, Norfolk, NE

- Serve as the communication link between the college and resident students
- Provide leadership, guidance and counseling to resident students
- Enforce housing regulations while insuring compliance with college policy
- Organize and supervise hall activities

# Retail Sales

Radio Hut, Norfolk, NE

- Answered customers' questions about electronic merchandise and advised them on selections
- Stocked shelves, racks and bins with merchandise
- Operated cash register and counted down at the end of shift

# **Bobby Broadcast**

**OBJECTIVE** 

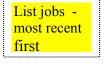
Summer [year]

August [year]-Present

Start each description with a strong action verb

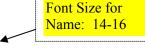
Summers [year] & [year]

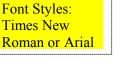




August [year]-Present

## 1" margins on entire document





**Campus Address:** 

Norfolk, NE 68701 (402) 371-0000

Resume: 11-12

NECC, Simon Hall #112

# Font Size for Body of

Second page should at least have your name and page 2 or can use same heading as page 1.

# **Bobby Broadcast**

**Campus Address:** NECC, Simon Hall #112 Norfolk, NE 68701 (402) 371-0000

e-mail: bbroadcast@msn.com

**Permanent Address:** 1701 1<sup>st</sup> Avenue Norfolk, NE 68701 (402) 371-2000

### Get involved! Employers like to see students who have been active on-campus and in the community.

### HONORS & ACTIVITIES

Broadcasting Club, President Debate-Speech Club Lambda Phi Eta, National Honor Society, Member Communications Scholarship Recipient Intramural Sports, Participant

#### REFERENCES

Mr. Current Employer Title Company Name Address City, State, Zip Code (XXX) XXX-XXXX Email Address Ms. Former Employer Title Company Name Address City, State, Zip Code (XXX) XXX-XXXX Email Address Mr. Instructor Title College Address City, State, Zip Code (XXX) XXX-XXXX Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

# **OTHER TIPS:**

- All resumes are different....choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
  - This statement is placed after your name heading.
- Refer to job description to pull out key words.
- 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, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.