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entire document

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# JOHN DRAFTING

1112 Main Street • Norfolk, NE 68701 • (402) 371-0000 • jodraft@msn.com

## OBJECTIVE

To obtain the Drafter's position at Planet Construction

Use clear,  
concise  
objective

## EDUCATION

Associate of Applied Science Degree  
Program of Study: **Drafting - Architectural**  
Northeast Community College, Norfolk, Nebraska  
Expected Graduation: May year  
GPA: 3.4  
• CPR and First Aid Certified

Include GPA if  
3.0 or higher

## RELATED SKILLS

- AutoCAD Software
- Inventor
- Cost-estimating
- Design Interpretation
- Interior and Exterior Finishing
- Electrical
- Roofing
- Cabinetmaking and Millwork

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Resume: 11-12

## EMPLOYMENT

*Construction Laborer*, White Construction, Wayne, Nebraska

August year-Present

- Assist with the construction homes
- Set and square prefabricated trusses
- Perform basic framing and electrical duties
- Install cabinets in kitchens and bathrooms
- Met construction deadlines and quality standards

List jobs - most  
recent first

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

*Carpenter*, CJA Remodeling, Pierce, Nebraska

Summers year-year

- Cut and trimmed floor coverings to fit in designated areas or rooms
- Recorded measurements and studied floor sketches to calculate materials
- Installed floor coverings, pad and sub-flooring

Start each  
description  
with a strong  
action verb

*Lifeguard*, City of Pierce, Nebraska

Summer year

- Taught swimming lessons to all ages and levels of swimmers
- Ensured safety of patrons through enforcement of pool policies

*Farmhand*, Wagner Farms, Norfolk, Nebraska

June year-May year

- Operated large machinery and performed maintenance on equipment
- Performed a wide variety of farm and ranch duties

## ACTIVITIES & HONORS

Drafting Club, President, Dates  
Habitat for Humanity, Norfolk, NE, Volunteer, Dates  
Intramural Sports  
Board of Governor's Scholarship Recipient

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

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