

Font Styles: Times
New Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

JUSTIN JONES

1112 N Street • Lincoln, NE 66666 • (XXX) XXX-XXXX • jones@gmail.com

Font Size for Body
of Resume: 11-12

OBJECTIVE

To obtain an Electrical position with Samper Builders

Use clear,
concise
objective

EDUCATION

Associate of Applied Science Degree
Program of Study: **Electrical Construction and Control**
Northeast Community College, Norfolk, Nebraska
Expected Graduation: May [year]
GPA: 3.5

Include GPA if
3.0 or higher

Certifications: CPR and First Aid Certified

RELATED COURSES

- National Electric Code
- Blueprint and Cost Estimating
- Electrical Wiring
- Automation Fundamentals
- Electrical Troubleshooting
- Electrical Energy Conservation
- Control Wiring and Solid State

EMPLOYMENT

Construction Laborer, Crone Builders, Lincoln, Nebraska

August [year]-Present

- Perform basic electrical and framing duties
- Assist with the construction of homes
- Set and square prefabricated trusses
- Met construction deadlines and quality standards

List jobs - most
recent first

Apprentice Electrician, J & R Electric, Lincoln, Nebraska

January [year]-July [year]

- Installed electrical wiring and fixtures
- Read and interpreted blueprints for installation procedures
- Tested electrical outlets and corrected problems
- Performed semi-skilled electrical duties related to installation, maintenance and repair of systems in homes and businesses.

Farmhand, Pender Farms, Ashland, Nebraska

April [year]-August [year]

- Operated large machinery for planting and harvest
- Performed a wide variety of farm and ranch duties

ACTIVITIES & HONORS

Habitat for Humanity, Volunteer
Norfolk Veteran's Home, Volunteer
Student Ambassador
Intramural Sports
President's Scholar List

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

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

Start each
description
with a
strong
action
verb.

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
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

Current 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.