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Times New
Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

CELESTE RANDALL

4400 W. 9th ♦ Norfolk, NE 68701 ♦ (402) XXX-XXXX ♦ crandall@rmail.com

OBJECTIVE

To obtain the Electromechanical Technician position at Extra Manufacturing, Inc.

Use clear,
concise
objective

Font Size for
Body of Resume:
11-12

EDUCATION

Associate of Applied Science Degree Electromechanical Technology

Northeast Community College, Norfolk, Nebraska

Expected Graduation: May [year]

GPA: 3.7

Only include GPA if
3.0 or higher

INTERNSHIP

Electromechanical Technician Intern
Covidien, Norfolk, Nebraska

Summer [year]

Start each
description
with a
strong
action verb

- Maintained and repaired automated controls
- Observed and participated in weekly equipment inspection
- Checked and set automated controls
- Recorded settings on equipment

WORK EXPERIENCE

Resident Assistant

Simon Hall, Northeast Community College, Norfolk, Nebraska

August [year]-Present

- Monitor visitors to building and answer phone calls
- Serve as the communication link between administration and resident students
- Act as facilitator and mediator for resident students
- Provide educational programs for students' intellectual and cultural enhancement

List jobs -
most recent
first

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

Maintenance Assistant

Norfolk Country Club, Norfolk, Nebraska

August [year]-August [year]

- Helped maintain buildings and equipment.
- Assisted grounds team with mowing and snow removal.
- Repaired broken fixtures or equipment

Child Care

Jeff and Sally Wishan, Norfolk, Nebraska

Summers [years]

- Played games with children and occupied their time
- Made meals and helped children with routine chores
- Drove children to summer activities

HONORS AND ACTIVITIES

Children's Tot Lot Leader

Senior Youth Group Leader

Intramural Sports Participant

Board of Governor's Scholarship

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
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. 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.