

Font Styles: Times New Roman or Arial

Ethan Toll
233 N. Elm
Norfolk, NE 68701
(402) 181-4664
elantoll@tmail.com

Font Size for Name: 14-16

1" margins on entire document

OBJECTIVE: To obtain an ethanol production laboratory position

Use clear, concise objective

EDUCATION: Associate of Science Degree in Renewable Fuel Technology May, [Year]

Font Size for Body of Resume: 11-12

Northeast Community College, Norfolk, NE

GPA: 3.8

- CPR & AED Certified, Current

Include GPA if 3.0 or higher

RELEVANT COURSES AND LAB SKILLS:

Microbial Ecology & Lab • Process Plant Chemistry • Acid/Base Titrations
Microscopic Techniques • OSHA and Safety • Distillation and Evaporation Theory

INTERNSHIP: Midlands Ethanol, Covington, NE Summer, [Year]

Lab Technician

Start each description with a strong action verb

- Performed accurate chemical tests on production/final product samples and recorded results in extensive Excel database
- Standardized and prepared chemicals
- Evaluated lab results and created reports and worksheets for management

EXPERIENCE: Ethanol Training Course, Lincoln, NE January, [Year]

- Participated in a week long seminar on ethanol production
- Gained better knowledge of operation procedures and equipment

Watch verb tenses—use present tense if still at job.

Past tense if not.

President of Renewable Fuels Organization August [Year] – May [Year]

Northeast Community College, Norfolk, NE

- Led weekly meetings concerning activities and processes.
- Coordinated educational programs, volunteer opportunities and social events

List jobs - most recent first

EMPLOYMENT: Seeler Drugstore, Jansen, NE *Cashier* March [Year] – Present

- Welcome customers and answer a wide variety of inquiries related to products
- Operate cash register to check out merchandise and processed returns

Camp Holly, Sanders, IA *Counselor* Summer [Year]

- Supervised and coordinated recreational activities for 12-15 teenagers
- Enforced rules to maintain discipline and ensure safety of campers

HONORS: President's Honor List
First Mark's Bank Scholarship, \$1,000 award
Eagle Scout

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.

Ethan Toll
233 N. Elm
Norfolk, NE 68701
(402) 181-4664
elantoll@tmail.com

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, Honors & Activities, 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.