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Roman or Arial

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entire document

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Name: 14-16

Fred Freshman

1710 General Street ♦ Emerson, NE 68733 ♦ (402) 695-3000 ♦ Freddy@yahoo.com

OBJECTIVE To obtain an internship at [Place of Employment]

Use clear, concise
objective

EDUCATION **Associate of Applied Science Degree – [Program]**
Northeast Community College, Norfolk, NE
Degree to be conferred May [Year]
GPA: 3.9

Only include GPA if
3.0 or higher

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Body of Resume:
11-12

Emerson Community Schools, Emerson, Nebraska, [Date]
GPA: 4.0

Including high school
information is optional

PROFILE

- Proficient in several computer applications including Microsoft Word, Excel and PowerPoint
- Analytical problem solver with a strong mathematical aptitude and quickly grasp new and complex concepts
- Disciplined with a good work ethic developed through employment and extracurricular involvement

EMPLOYMENT

Cashier

May [year]-present

Heritage Express, Emerson, Nebraska

- Operate cash register and handle financial transactions
- Provide excellent customer service
- Assist in the sale of menu items and merchandise
- Understand and follow loss-prevention procedures

Start each
description
with an
appropriate
tense
action verb

List jobs -
most recent
first

Waitress

April [year]-September [year]

Logan Valley Golf Course, Wakefield, Nebraska

- Maintained a positive attitude while serving customers
- Handled daily cash transactions and reconciled drawer

HONORS & ACTIVITIES

XYZ Scholarship, \$1,000 value
Student Activities Council, (SAC), Dates
Future Leaders of America, Secretary, Dates
Intramural Flag Football Team, Dates
Relay for Life, Volunteer, Dates

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

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.