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Font Styles: Times New Roman or Arial

Grant Turf

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Font Size for Name: 14-16

EDUCATION

Associate of Applied Science Degree in Horticulture and Golf Course Management May [Year]
Northeast Community College, Norfolk, NE
Cumulative G.P.A 3.9

Include GPA if 3.0 or higher

CERTIFICATION

Turf and Pest Certified May [Year] - Present

SUMMARY OF QUALIFICATIONS

Working knowledge of golf course grounds management, plant growth development and landscape design.
Knowledge and understanding of golf turf and greenhouse production.
Excellent leadership and interpersonal skills.
Reliable with strong work ethic.

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INTERNSHIP

Golf Course Intern Summer [Year]
Express Golf, Norfolk, NE

Start each description with a strong action verb

Responsibilities

Assisted with a variety of supervisory and skilled tasks in the maintenance and operation of the golf course, buildings and grounds.
Provided customer service and formed working relationships with employees, officials and the general public.

List jobs - most recent first

WORK EXPERIENCE

Golf Course Grounds Assistant January [Year] - Present
Club Embassy, El Rancho, NV

Responsibilities

Provided and furnished agronomic direction for the healthy growth of the golf course grasses and trees.
Supervised and oversaw the application and recording of chemical applications on the Club's ground in compliance with all regulations.
Supervised maintenance of golf course equipment.

Garden Center Assistant Manager May [Year] – December [Year]
Flowerland, Tucson, AZ

Responsibilities

Assisted manager with day-to-day management of garden center.
Instructed and directed staff in proper work methods.
Inspected and monitored for plant health and watering needs.
Assisted and helped customers in plant selection and care instruction.

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 listing and ask where they wish to be contacted (home or work). Avoid using relatives as references.

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

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.