

Font Styles: Times New Roman or Arial

1" margins on entire document

Font Size for Name: 14-16

JAKE LINE

74 String Avenue • Stratman, MO 66666 • (688)748-5866 • jakel@yahoo.com

OBJECTIVE

Seeking a position as a journeyman lineman at XYZ Power

Use clear, concise objective

EDUCATION

Associate of Applied Science in Utility Line

Northeast Community College, Norfolk, NE

GPA: 3.79

May [Year]

- **CDL license & CPR & AED certified, Current**

Font Size for Body of Resume: 11-12

INTERNSHIP

Northwest Public Power, Norfolk, NE

Summer [Year]

Intern

Start each description with a strong action verb

- Performed semi-skilled duties related to the installation, maintenance and repair of a wide variety of electrical systems and equipment
- Threaded conduit ends, connected couplings and fabricated and secured conduit support brackets using hand tools
- Followed safety procedures such as checking equipment and tools

WORK EXPERIENCE

Culver's Landscaping, Pierce, NE

May [Year] - Present

Groundskeeper

- Operate mowers, tractors, sod cutters, saws, cutters to perform grounds duties
- Care for lawns by mulching, aerating, weeding and trimming
- Mix and spray or spread fertilizers, herbicides or insecticides on grounds
- Keep accurate records for billing and follow up procedures

List jobs - most recent first

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

Harney Parts Center, Pierce, NE

June [Year] – April [Year]

Parts Salesperson

- Determined replacement parts required per customer requests
- Read catalogs, viewers and computers to determine replacement part stock numbers and prices
- Prepare sales slips and sales contracts
- Took inventory of stock

Past tense if not.

HONORS & ACTIVITIES

Line Workers Club

Student Activities Council (SAC),

Intramural Basketball

Nebraska Public Power District Scholarship

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.

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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, 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.