

RESUMES

APPEARANCE

Generous Margins (Manipulate the margins for more or less space)
Clear Type (Sans-serif for clarity, and serif for bold/highlighting)
Balance (Arrangement of information so that the page has a balanced appearance-make the headings and their content appear to match, when possible)
Clear Organization (Use adequate white space)

CONTENT

Resume must be honest, clear, completely free of errors, coherent, and clean.
Resume must provide clear and specific information without generalizations or self-congratulations.
1-3 pages maximum
Be chronological
Highlight strengths

COMPONENTS (in any order):

Resume (you may identify that your document is a resume versus a curriculum vita)
Identifying Information (Picture/Image/Logo)
Objective
Education (degree, institution, location, date of graduation)
Experience/Employment History (dates of start/ending, short summary?)
Skills (and Abilities) [List off your skills or expertise or knowledge of software, languages, etc.]
Professional Affiliations (Member – Future Entrepreneurs of America, etc.)
Activities (Volunteer or Professional)
Honors/Grants Awarded
Publications
References

Use tables to format/align/manage your resume (you may keep, enlarge, or discard the color/thickness/presence of borders).

With a curriculum vita (a document usually needed for teaching positions or education), you simply include the same sorts of material, yet highlight elements such as: Identifying information, education, experience, publications, presentations (oral), Honors/Grants, professional affiliations, and references (in this order).

EX:

Resume

Robert Turner
341 S. Lanning Drive
Allendale, Michigan 49401
1.616.453.6678 (h)
1.616.431.2231 (c)
turner@student.gvsu.edu

Education

Bachelors of Science in Information Management, 2008
Emphasis: Corporate Information Flow and Technology
Minor: Japanese Language

Skills

Information Management (Advanced Knowledge)
Business Documentation (Advanced Knowledge)
Microsoft Office 2007 (Advanced Knowledge)
Microsoft Visio 2007 (Advanced Knowledge)
Macromedia Dreamweaver (Advanced Knowledge)
Macromedia Director (Intermediate Knowledge)

Experience

2007-2004. Intern. Avondale Consulting. Allendale.

-In this position, I was responsible for designing all pertinent documentation for outgoing and incoming communications between clients and service representatives.
Additionally, I was responsible for filing business materials and customer service.

2004-2003. Worker. Meijer Construction Company. Grand Rapids.

-In this position, I worked primarily as a construction worker. I helped to install roofing on new homes and worked as an apprentice installing plumbing into new homes.

2002. Customer Service Representative. G & R Electronics. Grand Rapids.

-In this position, I worked as a customer service representative helping customers to locate suitable products for their home entertainment needs.

Affiliations

Member - Future Business Leaders of America

References

[Note: Usually your references are placed on a separate page.]

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