

Resume Formatting

Formatting & Appearance

- Make your name stand out with a bold, larger font size
- Use standard fonts such as Times New Roman, Arial, or Courier
- Type Size: 10 - 12 Point
- White, beige, or light gray quality bond paper
- Use a laser printer for best finish
- Length should generally be one page unless you have extensive experience or graduate school work
- Don't use "fun" or "cute" graphic or logos
- Make it "reader friendly" (15-30 Seconds)
- No High School Information – Keep things current!
- No Personal Information (Except theatre majors)
- Don't use first person language (I am graduating in May 2005...)
- Make it a positive professional impression = your advertisement to employers
- Use action verbs

Sections of a Resume

- Contact Information
- Objective or Summary of Qualifications
- Education
- Certification/Licensure
- Engineering/Technology Experience (include electronics & computer experience)
- Work/Professional/Volunteer Experience (include shop or teaching experience)
- Honors/Awards/Activities
- Professional Affiliations

Contact Information

- Name
- Address (Present and Permanent when appropriate)
- Phone Number
- Email Address

Janet M. Smith
 123 Any Street
 Fort Wayne, IN 46835
 (260) 555-1212
 Email: Jsmith@hotmail.com

Objective or Summary

- Avoid vague statements- be specific
- Employer-focused
- Summary describes your qualifications

Objective: To obtain an elementary education teaching position in a public school that fosters independent thinking, skills, learning and growth.

Education

- List colleges and universities beginning with the most recent first
- Name the institution(s) including city and state (i.e., Purdue University - Fort Wayne, IN)
- List degree and date anticipated
- List GPA if 3.0 or above

Work/Professional/Volunteer Experience

- List significant experience that pertains to the job you are seeking
- Begin with most recent experience or relevant
- Categorize your experiences in a way that pertains to the job you are seeking (i.e., Student Teaching Experience, Field Experience, Coaching Experience, Related Experience, etc.)
- Quantify and Qualify – i.e., how many students and demographics (1st grade or 6th grade?)
- Bullet points should answer for/with whom, what you did/do, how you did/do it, why, and any numbers you might have

Junior Achievement of Northern Indiana, Fort Wayne, IN

High School Program Manager, August 2000- November 2007

- Recruited and trained volunteers on program activities and classroom management
- Managed over 500 programs in a 21 county area and a database of 5200 community volunteers
- Co-chaired the annual Golf Classic & Golf Marathon fundraisers, raising over \$30,000
- Organized the annual teacher conference and special events, including the Bowl-A-Thon, Grand Prix, and Business Drive

Activities or Professional Affiliations

- List the name of the organization along with your status (treasurer, member, etc.)
- List activities you have done or are doing that would be of interest to the employer