

How To Write A Successful Resume

Name
Address
City, State, Zip
Phone Number/Cell Phone Number (Optional), Email Address

Objective: (Briefly state your career goal)

Example: To become part of a dynamic company that appreciates and rewards excellent effort.

Example: Part-time Sales Associate position.

Example: To obtain an entry-level position in Customer Service.

Experience: (Most recent or current job first)

Company Name, Job Title, location (city & state)

Dates of employment

- Duties and responsibilities
- Skills obtained

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Education: (Begin with school last attended or highest level of education)

School Name, City & State

Graduation date

- Degree or Certificate
- Grade point average: **only if 3.2 or above**
- Area of study or list specific classes
- Clubs, leadership, or sport activities

Skills and Abilities:

- Outline skills you have acquired thorough education and experience
- Computer skills, bilingual, or Certificates
- Typing speed, words per minute **only if 40 wpm or above**

References: "Furnished upon request" or "Available upon request"

Always have a typed list of references ready for the interview

A RESUME SHOULD ALWAYS

- Maximum of 2 pages (1 page is best)
- Typed
- Tailored to the job you are seeking
- Easy to follow

[Résumé Workshop](#)