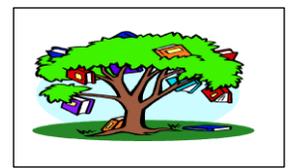


Toward Better Literacy: Reference Outlines



Resumes

Resumes should be concise, easy to read, and error-free!

Format: Choose a standard font such as Arial or Times New Roman, size 11 or 12. Try to keep it to a single page, but do not overcrowd it. Lead with your strongest points.

Contact Information: Your contact information should be listed at the top of your resume. Include your name, mailing address, phone number, and email address. Choose a larger font size (16-20) for your name, and boldface it. If you include both a home and mobile phone number, specify which is which. Be sure your email address sounds professional (i.e., *not* "sk8r_1984@yahoo.com").

Objective: Include a brief description of the type of job you are seeking (and possibly *why*).

Education: List your most recent education first. Include the institution with its location, graduation date, major, degree, honors, and any relevant course work. Include your GPA only if it is high. Emphasize aspects of your education most pertinent to the job.

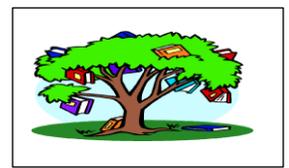
Experience: List your jobs in reverse chronological order, with your current or most recent job first. Include company name, location, title, and dates of employment for each position held. Include any part-time work, internships, or volunteer experiences that are relevant to the job in this section. Describe your duties and accomplishments with action verbs (e.g., "*Implemented* program for . . .," "*Assisted* with . . .," etc.). Use the present tense if you are still working at the job (e.g., "*Direct* customers to . . .," "*Provide* supervisor with . . .," etc).

Activities and Honors: List any clubs, sports, community service, or extra-curricular activities that you are involved in. You may also list honors or awards that you have received.

Other Sections: You may want to list fluency in a foreign language, computer skills, certifications, or other information that is relevant to the job. Feel free to list these in other sections if they fit (under "Education," for example, if your language fluency came from studying in college classes).

References: Include references on a separate page if the employer has specifically requested them. Otherwise, indicate that references are "available on request."

Toward Better Literacy: Reference Outlines



Anita Job

123 Appian Way
Hometown, TX 77777
281.281.2281
ajob@gmail.com

Objective: To obtain a position in computer programming and/or interface design

EDUCATION:

Sam Houston University – Huntsville, TX

Bachelor of Science in Computer Science (May 2011), GPA: 3.75

Lone Star College–Montgomery – Conroe, TX

Associate in Science Degree (May 2009), GPA: 3.6

EXPERIENCE:

Hewlett-Packard – Houston, TX

Programming Assistant (January 2011 – present)

- Assist in design development sessions
- Coordinate communication with corporate clients
- Organize and maintain records of customer survey results

Comcast Communications – The Woodlands, TX

Secretary (January 2008 – December 2010)

- Communicated with customers to take orders for Internet equipment
- Monitored bank accounts and completed payroll using QuickBooks program
- Educated customers on products through demonstrating and relaying product information

ACTIVITIES/HONORS:

Phi Beta Kappa Honors Society (May 2011)

Best Buddies Mentor Program, Houston, TX (August 2008 – June 2009)

SKILLS:

Computer Literacy: Windows, Mac OS

Software: Microsoft Office Suite, Adobe Photoshop, and QuickBooks

Fluent in Spanish

REFERENCES: Available on request