**FULL NAME**

* Use standard 8.5” by 11” paper
* Keep a one inch margin on all four sides of the page
* Avoid fancy fonts like outline, script, or other difficult to read styles
* Keep sentences short and to the point
* **BOLD** or CAPITALIZE important headlines so they stand out
* Single space within sections
* Double space between sections
* Use bullets at the beginning of a list
* Whenever possible, use numbers to show the size, volume, time, money, effort or result of the projects you worked on
* PROOFREAD for spelling and factual errors
* Have someone from the field you are applying review your resume before you submit

basic resume writing tips

**ADDRESS, CITY, STATE, ZIP CODE**

**PHONE & EMAIL**

**GOAL:** Job title you are seeking

**EDUCATION:** List your diploma or degree and the date it was awarded **(**Include the school’s name and city/state address)

* List several courses you took

*Repeat for additional schools or training*

**WORK HISTORY:** Give your job title with beginning and ending dates (Include employer’s name and city/state address)

* Give job requirement, with an example
* Give another job requirement, with an example
* Give another job requirement, with an example

***Repeat for additional employers.***

**SKILLS:** Name the important tools, devices, procedures, programs, systems, and licenses you can operate or perform.

**ADDITIONAL:** Mention any special talents, abilities (languages spoken), or awards.