

* John Charles Doe

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Make sure contact information is accurate and will make it easy to contact you. Be careful with your email address – employers tend to be conservative. Avoid cute, sexy or political emails, for instance. If you only have one contact, you can center the one address under the name and email.

OBJECTIVE

Specific, clear and concise job objective.

Not every resume has an objective. When you use it, it helps the employer understand the job or type of job you are seeking and may give you a chance to say a little about you. The following examples are general. If you are seeking a specific job, you would name the position.

Exa: 1) To excel in my teaching profession and make a valuable and indelible mark on education, especially; motivating, encouraging and helping the young students get the best out of their lives.

2) To obtain a full time position which utilizes my skills, education, experience and training in the Adult Education and Fitness/Wellness Industry.

PROFESSIONAL STRENGTHS

- Summary statement
- Summary statement
- Summary statement
- Summary statement

These are things that you want to say about yourself to highlight qualities and skills that may not be represented in other sections. What do you want the recruiter to know in the first 5 seconds? Two or three are fine.

Exa: 1) Team player who works well with colleagues as well as students.

2) English Football Association (The F.A.) Level One Qualified Coaching Certificate 2005

*EDUCATION

Bachelor of Science, Averett University
Major: **Media Studies**, Minor: **Advertising**

expected May 2011
Danville, VA

Diploma, Star Trek High School
Major: **Media Studies**, Minor: **Advertising**

June 2007
Danville, VA

GPA: 3.34 (also could put things like Dean's List or any specific awards)

***PROFESSIONAL EXPERIENCE**

Job Title

Date-Date

Company

Danville, VA

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Accomplishment statements should have energy and detail. Instead of saying “Taught children” you might say “Prepared and taught English courses to class of 30 8th and 9th graders”. Sometimes one achievement statement is all you need. If you have never worked, just leave this blank.

Exa:

- Assisted with building the riding program resulting in a 28% growth in 2 years.
- Prepared, taught, and evaluated units on language, reading, social studies, and mathematics

Job Title

Date-Date

Company

Danville, VA

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

VOLUNTEER EXPERIENCE

Job Title

Date-Date

Company

Danville, VA

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Keep the formatting used for professional employment. This would be a volunteer position that was done for a period of time (even a month could work). If your volunteer experience was one event such as: Assisted with the Averett Food Drive for Victims of Katrina, then place that as an activity in the Activity section. When it is in this section, you are using it to discuss skills and understanding you obtained by doing volunteer work.

INTERNSHIP EXPERIENCE

Job Title

Date-Date

Company

Danville, VA

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Keep the formatting used for professional employment

***ACTIVITIES AND HONORS or ORGANIZATIONS AND ACTIVITIES**

Activity or Honor, date

- Accomplishment statement (such as Captain, 2006)

Activity or Honor, date

Activity or Honor, date

Activity or Honor, date

List awards, organizations, activities you have done. Be sure these have dates with most recent first. Use bullets for awards or roles. The title will be selected to make the most sense with what you have in this section.

***SKILLS**

Computer:

Languages:

Certifications:

Special Training:

If you were not able to list it under an experience, list these items here