

Your personal information needs to be easy to read. You can position this information either in the center or to the left or right margin.

Your goal is to have a VISUALLY BALANCED RESUME – something that looks professional that someone will WANT to read.

NAME
Address
City, State, Zip code
Phone
Email

You can always change your font size or margins to get your information to fit.

HINT: USE EASY TO READ FONTS

Arial, Calibri, Century Gothic, Tahoma are a few good ones.

Profile Statement, Summary of Qualifications, Career Objective, Objective (choose one)

Skills and Personal Strengths:

Headings should be in Bold – use easy to read bulleted statements under most headings. (Delete headings that you will not have information for)

Education and Training: (include your ROP classes or any other special training)

Redlands High School

Redlands, CA 92374

Anticipated graduation June 2014

Coursework includes:

- College Preparatory classes or General Education coursework
- Auto Collision Repair (x# of semesters)
- ???other

Use **strong action oriented** vocabulary

Experience (Include work, internship, or volunteer experience)

Achievements (include ROP certificates, awards, etc.)

Extra-curricular Activities (Sports, campus clubs, church activities, ASB, Yearbook, Newspaper, etc.)

Personal or Summary Statement, or References

If you use the Summary of Qualifications at the top of your resume, then DO NOT repeat with a Summary Statement. Add either a Personal Statement or a Reference Section.

TIP: PERSONALIZE RESUMES TO THE POSITION YOU ARE APPLYING FOR.

ALWAYS SAVE YOUR OLD VERSIONS TO REUSE /REVISE WHEN APPROPRIATE.