

# Organizing Your Resume

Name, address, telephone number, email address, should be listed at the top of the resume.

- Type name on resume; however, avoid using nicknames as part of your name
- List permanent address (optional).
- Indicate phone number including area code.
- Add professional email address. Avoid nicknames, birthdates or inappropriate titles.
- Format resume using 1 inch margins

## Objective/Summary

- An objective is short and tells the potential employer the type of job you are seeking. Be specific about the type of job you want
- A summary is an overview of your skills, expertise and accomplishments.
- Both objective and summary should be customized to the job.

## Work Experience

Briefly provide the employer with an overview of work/companies where you have acquired skills and work history. List your work history in chronological order starting with the last job first and work backward ten years. Include the following information:

- Name of organization
- City and state of company
- Dates of employment listing the month and the year
- Title of position
- Indicate responsibilities and accomplishments. Quantify accomplishments using numbers, dollar amounts or percentages
- List at least 5-6 accomplishments for each position

## Education

New graduates without extensive work experience should list their educational information first. Experienced workers can list education after work experience.

- Most recent educational information should be listed first.
- Include your degrees (A.S., B.S., M.S., M.B.A. etc.), major, institution attended.
- If you attended college, but did not complete degree, list credit hours completed or area of concentration.
- Include workshops, seminars, webinars or online classes taken to enhance skills.
- Include on-the-job training or other information that is relevant to position applying for

# JONATHAN DEPP

100 Entry Level Lane, Chronological Park, Illinois 60477  
H O M E: 708-555-5555 E M A I L: professional@email.com

## QUALIFICATION HIGHLIGHTS

- Ability to learn quickly, resolve conflicts and troubleshoot effectively
- Professional and academic experience in information technology and marketing
- Developed dynamic web pages with e-commerce capability
- Proven record in patiently and effectively training over 1,000 customers

## EDUCATION

Associates Degree in Science  
Major: Computer Science and Information Systems  
Moraine Valley Community College, Palos Hills, Illinois

*Instead of an "objective" heading, he wanted to highlight his relevant transferable skills and qualifications to grab the employer's attention.*

December 2018

## TECHNICAL KNOWLEDGE

### **SOFTWARE**

Microsoft Office  
Macromedia Flash  
Access, SQL

### **PC LANGUAGES**

HTML  
Java/J2EE  
C++ Programming

### **RELEVANT COURSES**

Business Marketing  
Information Technology I  
Advanced Technology

*Tables are useful for presenting technical skills and related coursework.*

## EXPERIENCE

### **Technology Specialist**

Community Technology Center, Olympia Fields, Illinois

October 2015- Present

- Assist diverse clients using various computer software programs
- Maintain computer equipment, software, printer, and office machines to ensure quality performance
- Develop and maintain web sites to market special programs to community
- Provide excellent customer service with 90% satisfaction survey ratings
- Perform networking of center's computer systems, thereby increasing staff productivity

### **Computer Sales Associate**

Best Buy, Tinley Park, Illinois

August 2014 - October 2015

- Identified customer's needs and requirements and made appropriate suggestions; Added on sales increasing department's profits by 28%
- Operated cash register efficiently, increasing speed of transactions and customer satisfaction on a consistent basis

### **Volunteer Web Developer**

American Cancer Society, Homewood, Illinois

Summer 2014

- Developed e-commerce web site increasing fundraising by 40%
- Assisted with administrative duties with superior attention to detail