

Résumé – a brief and accurate summary of educational and work experiences used when applying for a _____ . It is often the first impression that a prospective employee makes on an employer. It may be sent as an attachment to an email



1. **Margins** – No less than .5 inches. Use _____ uniformly to create a professional appearance and emphasize the content
2. **Components:**
 - a. **Identifying information** – name, address, phone number(s), email address
 - b. **Education**
 - i. Listed in _____ order beginning with the most _____
 - ii. If not graduated yet, list date of expected graduation
 - iii. Include courses enrolled that directly relate to the _____ sought
 - c. **Experience or Employment history** - Listed in _____ order, beginning with most recent
 - i. Use the term that is most descriptive on the content
 - (a) For example, someone who worked with his dad fixing cars would aptly describe their knowledge as experience
 - (b) Someone employed at Fast Lanes Auto Store would more aptly describe their knowledge as employment
 - ii. Include type of position, name and location of organization, dates of employment, and brief description of responsibilities

iii. Use _____ statements

iv. Experience may be keyed before education

d. **References** – Listed with permission of the reference

i. If included on the résumé, include name and contact information

ii. If not included on the résumé, a statement indicating that references will be

_____ should be included

e. **Optional Information**

i. **Objective** – A concise statement of your purpose, usually addresses a specific job

ii. **Activities and interests**, such as reading, skiing, hiking, Boy Scouts, choir, and fishing, etc.

iii. **Community service** such as volunteering at the local hospital or animal shelter, Big Brother, tutoring, etc.

iv. **Awards and recognitions** that indicate leadership ability, service to others, expertise

v. **Languages spoken** – especially applicable when applying to companies with international holdings and interests or in communities with diverse cultures

3. **Guidelines for Keying**

a. Contact's name is usually keyed in large font in the header section, followed by his/her contact information, usually keyed in smaller text

b. The sections are commonly divided into columns – headings on the left and descriptive text on the right

c. Limit _____ page as often as possible

- d. Must be free of any _____
- e. Format and text should be easy to read and attractively presented
- f. Do not use a font size less than _____
- g. Never use _____ or peers as references

John Luke		3874 Dapper Lane, Charlotte, NC 28260 (H) 704-555-6497 (W) 704-455-3423 (C) 704-459-9990 johnlukes@earthcom.net
OBJECTIVE	Chief Financial Officer for Dunn Pharmaceuticals	
EDUCATION	1996-2000 BSBA, Accounting, Duke University, Durham, NC 2000-2002 MBA, Duke University, Durham, NC	
CERTIFICATIONS	May 2000 CPA License, North Carolina, #22312	
EXPERIENCE	2001-Present CFO, Hospital Management Corporation, Lenoir, North Carolina	
	<ul style="list-style-type: none"> • Improved controls for internal operations to align with current technology and software • Delivered fiscal reports to all stakeholders • Prepared prospectus for 2001 • Prepared yearly tax filings and automated general ledger accounting 	
	2000-2001 Lead Accountant, Marks & Miles Advertising, Asheville, NC	
	<ul style="list-style-type: none"> • Managed audits for five major client accounts over a two year period. • Coordinated and managed internal inventory accounts. • Worked parallel with tax attorney to develop and implement corporate scholarship fund. 	
	1997-2000 Accountant Apprentice, Duke University Office of Financial Aid	
	<ul style="list-style-type: none"> • Prepared income summary and budget analysis on accrual basis for each fiscal year • Analyzed debt ratio and funded government accounts 	
AFFILIATIONS	<ul style="list-style-type: none"> • American Institute of Certified Public Accountants • North Carolina Association of Public Accountants 	