

## Resume-Writing Templates

The position you are applying for determines the type of resume you need. A resume for a manager will not be the same as one for an hourly employee. The way you word your resume will also reflect your personality, weaknesses, and strengths. Proofread your resume again and again so there are no weaknesses peeking through.



Be sure to use the same size font throughout your resume. Your name should be in bold letters and the same size as the headers you are using, usually 12-point font. Do not use capital letters for some sections and small letters for the others. The font should be Times New Roman or something similar. Do not use any fancy fonts.

Find out as much as you can about the company you are applying to and, if possible, about the person doing the hiring. You are much more likely to get noticed and get an interview scheduled if you tailor your resume to meet the employer's needs.

The resume you send in should have no grammatical errors, no misspelled words, and no lying. Qualifications are very easy to check, and if they find false information on your resume, you certainly will not be considered for the position.

Make sure when you are working on your resume that all the dates match up. The dates marking the end of one job and the beginning of the next should be pretty close. If there was a period of unemployment, the reason doesn't need to be explained on the resume. The explanation can come later if the resume lands you an interview.



Included below are two sample resume templates. The first is for a management position (specifically sales management), and the second is for the professional job seeker. Other templates can be found in all versions of Microsoft Word.

Sample #1:

YOUR NAME

ADDRESS 1 • ADDRESS 2 • ADDRESS 3

PHONE NUMBER • E-MAIL ADDRESS

SUMMARY OF QUALIFICATIONS

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]

[ Job Title ]

[ Details of position, award, or achievement ]

WORK EXPERIENCE

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
[ Job Title ]  
[ Details of position, award, or achievement ]

EDUCATION

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
[ Degree/ Major ]  
[ Details of position, award, or achievement ]

COMMUNITY INVOLVEMENT

[ Click here and enter information. ]

LANGUAGES

[ Click here and enter information. ]

REFERENCES

[ Click here and enter information. ]

Sample #2:

Your name

Address 1 • Address 2 • Address 3  
Phone Number • Email Address

Summary of Qualifications

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
[ Job Title ]  
[ Details of position, award, or achievement ]

Education

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
[ Degree/Major ]  
[ Details of position, award, or achievement ]

Professional Experience

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]

[ Job Title ]

[ Details of position, award, or achievement ]

Professional Memberships

[ Click here and enter information. ]

Languages

[ Click here and enter information. ]

Community Involvement

[ Click here and enter information. ]

Accreditations

[ Click here and enter information. ]

Awards received

[ Click here and enter information. ]