

Resume Example

YOUR NAME

123 Main Street
Peoria, IL 61615
(309) 000-0000
student@lab.icc.edu

Use one line for each item
Be aware of your voicemail
message and email address.
Are they both business
appropriate?

SUMMARY OF QUALIFICATIONS

- Highlight skills very specific to the position in which you are applying
- Skill two
- Skill three

Use the job description to guide your summary
– capture the key words used there

EDUCATION

Boldface the
degree, not the
school!

→ **Associate in Arts and Science – History**
Illinois Central College
GPA
Anticipated Graduation Date

2016 - present
East Peoria, IL
3.85
May 2017

EXPERIENCE

Employer Name

Job Title

- Job specific duty
- Job specific duty
- Job specific duty

Employer Name

Job Title

- Job specific duty
- Job specific duty
- Job specific duty

Employer Name

Job Title

- Job specific duty
- Job specific duty
- Job specific duty

City, State

Date – Date

City, State

Date – Date

City, State

Date – Date

Be sure to keep
everything aligned
properly to keep your
resume visually
appealing

COMMUNITY SERVICE

Volunteer Position
Volunteer Position
Volunteer Position

One page is best. If you must go
to a second page, be sure to
include your name and “page
two” under your name. Also, if
you don’t have enough relevant
information to fill a second page,
your best bet would be to keep
the resume to one page only!