**Your Name**

City, State (optional) • Phone • Email • LinkedIn

**Summary of Qualifications**

Write 5 qualities or attributes that make you a good candidate for the *specific* *job* or *specific internship* for which you are applying in a bulleted list format.

Examples:

* Experienced in customer relations and troubleshooting customer concerns
* Provided outstanding customer service by decreasing wait times and increasing overall satisfaction
* Effective time manager with ability to multi-task and prioritize responsibilities
* Proficient in Adobe Creative Suite and Microsoft Office Suite
* Bilingual in English and Japanese, fluent in written and oral communication

**Education/Certifications**

MiraCosta College, Oceanside, CA Expected May 20XX (graduation month and year)

Include your major or certificate/degree and date you plan to complete it.
Example: Associate in Arts Degree, Business Administration, expected May 20XX. Goal is to attend California State University San Marcos to pursue Bachelor of Science in Global Business Management

* Include educational achievements, such as a GPA of 3.5 or higher, Medal of Honor, President’s List, etc., in bullet format

**Relevant Coursework**

Decide if there are 1 or 2 classes that are relevant to the job you seek; if so, include them.

*List Class Name:* Describe what you learned as a result of taking this class. Keep it very brief. (MiraCosta catalog has good descriptions of classes, but keep your description to only one line).

Type in a previously attended college or high school, the certificate, degree or diploma you earned, and the month and year you earned it. Include achievements such as high GPA, athletic participation, etc. If you attended high school more than 3 years ago, omit this information.

**Leadership/Accomplishments**

Include Associations and Club Memberships, Student Government, Community Service, etc.

Note: This information may also be included under your Education section.

**Experience**

Company Name Job, Internship, or Volunteer Title Dates Employed

Add positions in reverse chronological order (start with your current experience and work backwards). Begin each bulleted line with an action word, describe 2-3 accomplishments for each job

Examples:

* Supervised ten team members, including scheduling, training and evaluating performance
* Developed Excel spreadsheet to monitor Accounts Receivable

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If you use a 2nd page, always copy the contact information from your first page. A half page of content is better than a full page, unless you have extensive education or experience in the field. If you can’t fill at least half the page on a two page resume, cut your material to one page.

A few final tips

* Some employers use applicant tracking software which searches for keywords, refer to the job description and include applicable keywords in your resume
* Scrutinize your social media sites: make your settings private and remove inappropriate content
* Select a font that’s easy to read like Arial or Garamond, 11 or 12 point font size is best
* Select a larger font size (16-18 points) for your Name in the Header; make it bold
* Use a font size larger than 11-12, but smaller than your header for sections, such as Education, Experience, etc. You may choose to bold, italicize, or capitalize, but not all three
* Incorporate bullets, but don’t over use them and don’t use periods at the end of bulleted statements
* Be consistent in tenses, punctuation, and formatting
* Avoid “I” statements and personal pronouns
* List only month and year, or just year, when providing dates
* Do not use text boxes on your resume
* Consider the relevance of experience more than 10 years old
* If job requires technical skills, consider creating a Technology section including software and office equipment that are applicable to the position
* Be prepared to back up all statements and provide concrete examples during the interview; practice your examples

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