

The following format illustrates the recommended form and content for your resume. The use of indentation, underlining and broad headings allows the employer to make an initial evaluation of your credentials in relation to specific job openings in a short amount of time.

<b>YOUR NAME</b>	
<b>PRESENT ADDRESS</b>	<b>PERMANENT ADDRESS</b>
Street	Street
City, State, Zip Code	City, State, Zip Code
Phone	Phone
<b>PROFESSIONAL OBJECTIVE</b>	Describe the type of work you desire, both on a short-range and on a long-range basis. The words "career" or "job" may be substituted for "professional."
<b>EDUCATION</b>	Present highest degree date first and work backward. Identify major, minor, course of study, institution granting degree, and date of graduation.
<b>EXPERIENCE (DATE)</b>	Identify employer, your title, and a brief description of the duties performed. Start with the most recent employment and list the others in reverse chronological order. Bulleted statements work best.
<b>(DATE)</b>	Include volunteer work without pay if the work is related to the professional objective. Also include summer jobs of significant duration and importance.
<b>HONORS &amp; AWARDS</b>	Include clubs, organizations, and honor societies. If an officer, specify which office.
<b>INTERESTS</b>	List skills and hobbies—travel, knowledge of other countries, language, etc.
<b>MILITARY SERVICE</b>	If applicable, include the branch of service, dates of service, rate or rank, and experience.
<b>REFERENCES</b>	State that references are available upon request
<b>AVAILABILITY DATE</b>	Open

Fred R. Smith

<b>PRESENT ADDRESS</b>	<b>PERMANENT ADDRESS</b>
3594 Royal Ave Grand Forks, ND 58201 Phone: (701) 746-1471	4485 Elm Avenue, Apt. 201 Minneapolis, MN 94587 Phone: (218) 548-6694
<b>PROFESSIONAL OBJECTIVE</b>	Design Engineer in the area of Product Development. Interested in the machine design field.
<b>EDUCATION</b>	B.S. Mechanical Engineering, May XXXX University of Missouri-Rolla, MO GPA: Overall 3.8 of 4.0, Major 3.9 of 4.0
<b>EXPERIENCE 2002 to present</b>	The McCreary Tire and Rubber Company, Champaign, IL Tire Design Engineer Responsibilities: Design and develop new products from conception to final product. Evaluate new production methods.
<b>Summer 2000-2001</b>	Worked on family owned farm, operating and maintaining farm equipment .
<b>Summer 1999-</b>	Employed as a laborer on a construction job involving building a 60-bed nursing home. Duties included brick and block work and some surveying.
<b>HONORS AND AWARDS</b>	PI TAU SIGMA (Mechanical Engineering Honorary) A.S.M.E. member, Intramural and Interdorm sports (basketball, softball)
<b>INTERESTS</b>	Fixing small items around the house; taking apart gadgets to see what makes them run; hunting; fishing; working with wood.
<b>REFERENCES</b>	Available upon request
<b>AVAILABILITY DATE</b>	Open