

# Résumé Instruction Handout

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Using your notes and the attached example, create a Résumé in Microsoft Word using your own information.

- Save the Résumé with your last name and first initial as the title of the document (EX: apittman).
- Make sure you utilize the Action Verb sheet for the Work Experience section of your Résumé.
- Be sure to include all of the parts of the Résumé:
  1. Contact Information
  2. Objective
  3. Education
  4. Work Experience
  5. Honors/Activities
  6. Skills
  7. References

Page set-up:

1. Use one-inch margins for all sides (top, bottom, and sides).
2. Use a table with two columns to organize material.
3. Merge the top row of cells for contact information.
4. You may use color, but use it sparingly. Do not use graphics.
5. Limit **Bold** words to HEADINGS, JOB TITLES, and YOUR NAME.
6. Remember: Grammar and Spelling is **IMPORTANT!**
7. DO NOT use *Italics!*
8. DO NOT use a font over size 22.

**\*\*\*** Use your Rubric in order to assess your work before you turn it in.

# Marjorie L. Perry

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San Antonio, California 45629

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## Objective

Enthusiastic, self-motivated, and driven individual with strong teamwork and communication skills, devoted to educating and preparing students for positions of responsibility in their personal and professional lives.

## EDUCATION

### Newnan High School

- **College Preparatory**-General Diploma
- Graduation: May 2008
- GPA: 3.59

## EXPERIENCE

Deborah's Cards & Gifts, Charlotte, North Carolina

### SALES ASSOCIATE

August 2010 to Present

- Provided responsive customer service in retail setting
- Used telephone, email, and in-person communication skills to work with customers
- Recognized for excellent customer service in May 2006
- Collaborated with volunteers and vendors when planning events

Alan County Public School System, Charlotte, North Carolina

### SUBSTITUTE TEACHER

August 2009 to Present

- Perform essential classroom duties in elementary, middle, high school, and special education classrooms, while maintaining state and district educational curricular guidelines.
- Present educational materials employing diverse teaching strategies designed to effectively address student learning styles and abilities, including lecture, discussion, demonstration, cooperative learning, and individualized instruction.

## ACADEMIC ORGANIZATIONS

- Future Business Leaders of America  
Member: August 2000-May 2003

## VOLUNTEER WORK

- West Metro Soccer Club, Dallas, Georgia

### TEAM MANAGER

August 2011-November 2011

U-8 Boys Soccer, Team: Sharks

## SKILLS

- Proficient in Microsoft Office software.
- Strong communications skills both written and verbal.
- Strong leadership skills.

## REFERENCES

Available upon request.