

# Resume Example

## YOUR NAME

123 Main Street  
Peoria, IL 61615  
(309) 000-0000  
[student@lab.icc.edu](mailto: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** **2016 - present**  
Illinois Central College East Peoria, IL  
GPA 3.85  
Anticipated Graduation Date May 2017

## EXPERIENCE

Employer Name City, State  
**Job Title** Date – Date

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

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

Employer Name City, State  
**Job Title** Date – Date

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

Employer Name City, State  
**Job Title** Date – Date

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

## 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!