



Résumé Writing

What is a résumé? A résumé is a brief document that summarizes your education, employment history, and experiences relevant to your qualifications for a particular job for which you are applying. The purpose of a résumé (along with a cover letter) is to obtain an interview.

List your essential data at the top; make sure your email is professional.	<p align="center">Name Address City, State Zip Code (Area code) Phone number E-mail Address</p>	Personalize your résumé for specific positions.
<p>OBJECTIVE (if no cover letter) Obtain a position in data entry and/or accounting where my skills in spreadsheet development and troubleshooting can improve efficiency and enhance profitability.</p>		
<p>SUMMARY OF QUALIFICATIONS</p> <ul style="list-style-type: none"> • Strong skills using QuickBooks and Excel • Two years providing excellent customer service • Fluent in Spanish 		
<p>EDUCATION Del Mar College, Corpus Christi, TX Expected graduation: May 2015 Pursuing Associate of Science in Accounting</p>		
<p>WORK EXPERIENCE</p> <p>Cashier, Walmart, Corpus Christi, TX January 2012 - present</p> <ul style="list-style-type: none"> • Provide friendly, efficient customer service • Sell over \$5,000 of merchandise a day <p>Volunteer Tax Preparer, Oso Senior Center, Corpus Christi, TX February 2010 – April 2010</p> <ul style="list-style-type: none"> • Assisted over 100 senior adults with completing tax forms • Organized files for the office 		
<p>Other possible sections: Community Service, Volunteer Work, Special or Technical Skills</p>		

Résumé Essentials include:

- Experience or Work Experience section for listing skills and qualifications
- Qualifications matched to the job for which you are applying
- One or two pages
- Major headings CAPITALIZED and/or **bold**
- No spelling or grammar errors
- A neat and attractive format, computer-generated, 12-point black font (print on quality bond white paper or email as a PDF)
- Campus and community volunteer experience (if applicable)
- A cover letter (unless you are attaching your résumé to an application)

Note: Based on information found at *Taos Mountain's Top Ten Resume Writing Tips*, [careerpath.com](http://www.sbcc.edu/careercenter/index.php), and <http://www.sbcc.edu/careercenter/index.php>.

Still have questions? Come see us – SWC L401