Tips for writing an effective resume:

Remember, your resume has only a few seconds to impress so start with the basics, be concise and stick to one or two pages. Don't forget to check for spelling errors!

Contact Information: Include name, address, phone and email address at the top of the page. (This is the ONLY personal information you should include on your resume.)

Objective: Should be simple and brief : Who you are and what you have to offer the company.

Experience: List the most recent job first. Include company name, location, title, dates of employment and a brief description of your accomplishments while there. Highlight your most important responsibilities.

Education: List most recent first and work backwards.

Skills/Interests: Mention technical and computer skills. List operating systems and software programs with which you've worked as well as any certifications obtained and memberships in professional organizations.

References: Employers assume you will provide these upon request.

Sample Resume on following page.

Applicant Name

123 Imagination Lane, City, LA 71001 • (318) 222-2222 • email@emailaddress.com

OBJECTIVE: Should be simple and brief: Who you are and what you have to offer the company.

EXPERIENCE: *(Most recent first)*

Month 2006 - Present   Company Name, Anytown, USA

Title: Brief description of your accomplishments. What were your most important responsibilities? Mention your achievements while there.

Month 2003 – Month 2006   Company Name, Anytown, USA

Title: Brief description of your accomplishments. What were your most important responsibilities? Mention your achievements while there.

Month 1995 – Month 2003   Company Name, Anytown, USA

Title: Brief description of your accomplishments. What were your most important responsibilities? Mention your achievements while there.

Continue listing jobs in same format as above. If any gaps in employment, be prepared to discuss in an interview.

EDUCATION: *(Most recent first)*

Louisiana State University, Baton Rouge, LA
Degree Obtained (Dates optional)
List Major here

High School optional but unnecessary.

SKILLS/INTERESTS:
Software package ABC
Technical skill 123
Certified ABC technician
Member of ABC Organization

*DO NOT list marital status, children, religious affiliation, date of birth, SS#, etc on your resume.

References will be provided upon request.