

Please follow our outline for preparing your resume and you may e-mail it to: careers@hfcc.edu or bring it to the Placement Office on a 3.5 disk or memory stick as either Word (.doc or docx). WordPerfect (.wpd), or plain text (.txt).

Robert Fictional

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Objective	I am seeking the position of _____ - <i>[Put actual job title in if known]</i> with _____ <i>[Put in actual company name if known]</i> where I can gain valuable experience and use my education to benefit your company. <i>[Keep your objective as specific as possible and to the point.]</i>	
Education	Henry Ford Community College, Dearborn, MI Associates Degree Accounting	Graduation May 2010 GPA 3.5 <i>[Highlight things such as your degree and job titles by bolding or italicizing]</i>
Work History	Clerk ABC Dollar Store, Traverse City, MI	May 2007 - Present
	<ul style="list-style-type: none">• Prepare store for opening and closing• Market store products and services to customers• Coordinate and schedule deliveries with various vendors• Collaborate on projects with other staff members• Organize and input daily sales totals into company computer system <i>[Notice the use of verbs to begin every line. Always start off work descriptions with an action verb i.e. something that you actually DO]</i>	
	Ride Coordinator CJ Funrides's, Dearborn, MI	May 2005 – Sept 2008
	<ul style="list-style-type: none">• Researched and responded to customer concerns• Ensured customer safety• Processed monetary transactions <i>[Notice verbs are now put in past tense. This is a very common mistake. Past jobs that are no longer current need to be put in past tense.]</i>	
	Junior Varsity Lacrosse Coach Notreal High School, Brighton, MI	Aug 2004 - Dec 2004
	<ul style="list-style-type: none">• Managed a team of 16-18 players• Devised and taught strategic goals and concepts <i>[Don't worry if you don't always have a lot to put down for a job but make sure what you do put down is RELEVANT to the job you want. Don't put down job activities that will not help you get the job your objective is crafted for]</i>	
	Sales Counselor Viscount Electronics, Warren, MI	May 2004 - Oct 2004
	<ul style="list-style-type: none">• Tabulated worked hours and salary• Marketed company's services and product to customers• Established sales goals and sold product to consumers <i>[Second bullet is removed because the same experience is highlighted in the first job, second bullet. Do not repeat experiences.]</i>	
Honors & Activities	Coach- Fictional Youth Baseball Team Sales Team Excellence Award, ABC Dollar Store	Sept 2004- Present May, June 2008
Computer Skills	Microsoft Office -Word, Excel, PowerPoint	