

# Developing Your Resume

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A resume is a summary of your contact information, objective, education, skills, experience, accomplishments, credentials, and other qualifications for a particular line of work. Your resume is often an employer's first written introduction to you and it is likely to be scanned for only a few seconds unless you take the time to develop an eye-catching resume. Let your resume make a great first impression for you!



Your resume should...

- ◆ Be easy to read.
- ◆ Use a simple font no smaller than 10-point type.
- ◆ Be well-organized on one to two pages.
- ◆ Use uppercase and lowercase letters.
- ◆ Minimize underlines, boldfaces, and italics.
- ◆ Use bullets for lists.
- ◆ Have consistent spacing.
- ◆ Have adequate white space.
- ◆ Be free of errors.
- ◆ Use consistent verb tenses.
- ◆ Be honest.
- ◆ Demonstrate results and accomplishments.
- ◆ Use action verbs.
- ◆ Include nouns as keywords for scannable resumes.
- ◆ Be on high quality ivory, gray, or white paper.
- ◆ Have a cover letter on matching paper.
- ◆ Be proofread by others.
- ◆ Be tailored for each position.
- ◆ Highlight how well you match the employer's needs.

118 Seaside Drive (229) 259-5512  
Valdosta, GA 31602 (229) 630-5512

# Bernard Rickman

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**OBJECTIVE** To obtain an entry level position in the accounting field

**EDUCATION** **Accounting Diploma**, September 2006, GPA 3.75  
Valdosta Technical College, Valdosta, GA

**SKILLS AND QUALIFICATIONS**

- Microsoft Word, Excel, and Access
- QuickBooks Pro and Peachtree Accounting
- Payroll and Tax Accounting
- Accounts Receivable and Payable
- Bookkeeping

**WORK EXPERIENCE**

Shop-Mart Super Center, Valdosta, GA  
September 2005-Present  
**Sales Associate**

- Earned “Outstanding Employee Award” for May 2006
- Assist customers with selections; answer questions
- Itemize and total customer purchases
- Maintain inventory records
- Stock shelves with merchandise

Family Fun Center, Valdosta, GA  
June 2003-July 2005  
**Associate**

- Earned “Perfect Attendance Award” for 2004
- Improved training process for new employees
- Provided customer service and resolved complaints
- Balanced cash drawer and made deposits
- Stocked and took inventory

Piggly Wiggly, Valdosta, GA  
February 2002-May 2003  
**Stocker/Courtesy Clerk**

- Helped customers locate items
- Bagged groceries and stocked shelves

**REFERENCES** References and transcripts available upon request