

## NAME

*Your name should reflect what you want to be called and/or the formality of your resume, i.e., Amanda Lynette Waddell, Amanda L. Waddell, Amanda Waddell, A. Lynette Waddell, Lynette Waddell. It may be in all CAPS or Title Case and should be in a larger size font than the rest of the text.*

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Current Address:  
*Tusculum College Address  
Or Home Address*

Contact Information:  
*Phone Number/ email*

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**OBJECTIVE** *An objective should be focused and concise. Unless you are very focused in your job search, it is recommended that no objective be on your general resume. An Objective is suggested for targeted resumes.*

**EDUCATION** *This section should include Tusculum College, Greeneville, TN, your degree spelled out, major(s), minor(s), month and year of graduation (no “anticipated” or “expected”, GPA (defiantly if 3.0 or above); List GPA to the hundredth (i.e. 3.05); if Overall and Major GPA are close, only list Overall; if sluggish first two years, may say “3.30 over last three semesters). Inclusion of your High School information is optional.*

### SELECTED

**COURSES** *This section is optional and only used if you are very weak in experience or have taken special courses (outside of those usually required) that are relevant to the job you seek. An Honors project might be described in this section.*

**HONORS** *Dean’s List, honorary organizations, and scholarships. List Tusculum College honors first, then any exceptional high school honors. If only one or two honors, these may be combined in a section titled Honors & Activities.*

**ACTIVITIES** *Put the organization first then tell your position (i.e., member, president, ,program chair), responsibilities/ accomplishments and skills. Use action/power verbs to begin statements; try to avoid “Responsible for...” Use present tense for current activities, past tense for activities completed. Leave out unnecessary “a, an, the”. Quantify activities, i.e., supervised 15 workers, counseled 25 students, managed \$5,000 budget. Be brief and to the point.*

### SKILLS (or SKILLS &

**INTERESTS)** *Here, you present your computer skills, foreign language skills (Conversant in..., Fluent in..., Strong knowledge of ...), relevant travel experience (Lived in Spain three years. Extensive Asian travel.), accounting hours, licenses or certifications, and interests. This information helps you come across as human. The more relevant the information is to your job target, the more essential that it be included. International students may want to include their Visa status in this section.*

**REFERENCES** *ONLY if you need additional text on a page. Then you may say “Available upon request.”. It is preferred that reference information be provided on a separate page when requested.*

### NOTES:

*In Microsoft Word, start with 1” margins, top, bottom and sides. Adjust as necessary. Name font 14-16 point; text font 10-12 point. Clear all tabs and set tabs: 1.2 L and 6.5 R*

*Always SPELL CHECK your resume and have someone else proofread it as well. It must be without errors!*

*Be consistent: if you use the Post Office abbreviation for a state in one place, use for all states; if perious at end of one section, at end of all sections.*

*You want to present your best self in your resume, but every statement must be truthful and easy to substantiate in an interview or through references.*