Creating Your Own Resume Template

Quick Tips to get you started:

• Your name should be the first text on the page-centered or left justified. Make it stand out, bold and larger than the text in your resume.

Current Address:	Permanent Address
101 Tocik Hall DeSales University Center Valley, PA (610) 282-1100 fgd1981@desales.edu	425 Tall Oak Blvd. Staten Island, NY 10312 (718) 555-6789

• **Addresses: Insert a two-column table for yourself, but set the borders to be invisible on your document (Go to PAGE LAYOUT>PAGE BORDERS>NONE).** If you are living on campus or away from your permanent home, then two forms of address are required. Current addresses are listed first on the left and permanent addresses are listed second, right justified. If you only have one address, keep it left aligned or centered. Don't forget to include your phone number and email address, preferably your DeSales University email.

• Make a table for the body of your resume: It makes formatting and format changes easy. **Once again, you'll set the table borders so they're not visible on your resume when you print. Insert two columns (one for headings and one for text), and add rows as needed.** The number of subheadings you have may vary, thus so will your number of rows.

Sample of Table Format:

Objective	A good way to clarify and convey your immediate career goals and reason for contacting an employer. It should be specific and straightforward, and limited to one or two concise sentences. **Ex: Seeking a summer internship position in the field of business with an interest in sports marketing.**
Education	List schools attended from most recent to least recent. After your sophomore year, high school information should be eliminated from this section. **B.S. Biology; Chemistry Minor,** (Expected May 2013) DeSales University, Center Valley PA *Things you can also include in this section are: GPA, academic honors, study abroad, financing any portion of your education. See resume samples for further assistance.
Skills	List relevant skills such as computer skills, lab skills, language and travel abroad skills. You can also make your subheadings more specific by labeling your category **Computer Skills, Technical Skills, Language Skills, etc.**
Experience	For each entry be sure to include: • Job Title (i.e. Sales Associate, Editorial Intern, Resident Advisor) • Employer/Name of Organization • Location as city and state. Don't include street address or zip code • Duration of the experience (i.e. Summers 2009 and 2010, Fall semester 2009, January-October 2010) • Bulleted list of accomplishments; 3-5 concise descriptions. Use action verbs, quantify when possible, and use terminology relevant to your career field