

Font Styles:  
Times New  
Roman or Arial

1" margins on  
entire document

Font Size for  
Name: 14-16

## Bobby Broadcast

### Campus Address:

NECC, Simon Hall #112  
Norfolk, NE 68701  
(402) 371-0000

e-mail: bbroadcast@msn.com

### Permanent Address:

1701 1<sup>st</sup> Avenue  
Norfolk, NE 68701  
(402) 371-2000

### OBJECTIVE

To obtain the Radio Announcer position with KXXX Radio

Use clear, concise  
objective

### EDUCATION

#### Associate of Applied Science in Broadcasting –Radio/TV Concentration

Degree Conferred in May [year]  
Northeast Community College, Norfolk, NE  
GPA: 3.8

Only include GPA  
if 3.0 or higher

### INTERNSHIP

KWWW Hits Radio, Omaha, NE

Summer [year]

- ◆ Experienced the day-to-day operations of a radio station in a metropolitan city
- ◆ Recorded, produced and dubbed commercials and programs
- ◆ Travelled to area communities to cover activities and events
- ◆ Exposure to field recording equipment, digital editing software, studio boards and automation systems

### RELATED EXPERIENCE

KHWK-FM Campus Radio Station, Northeast Community College, Norfolk, NE

August [year]-Present

- ◆ Prepare and deliver news, sports and weather reports
- ◆ Announce news flashes to inform audiences of important events
- ◆ Interview show guests about topics of interest
- ◆ Use creativity in hosting fun shows for student audience

List jobs -  
most recent  
first

### EMPLOYMENT

#### *Resident Assistant*

Simon Hall, Northeast Community College, Norfolk, NE

August [year]-Present

- ◆ Serve as the communication link between the college and resident students
- ◆ Provide leadership, guidance and counseling to resident students
- ◆ Enforce housing regulations while insuring compliance with college policy
- ◆ Organize and supervise hall activities

Start each  
description with  
a strong action  
verb

#### *Retail Sales*

Radio Hut, Norfolk, NE

Summers [year] & [year]

- ◆ Answered customers' questions about electronic merchandise and advised them on selections
- ◆ Stocked shelves, racks and bins with merchandise
- ◆ Operated cash register and counted down at the end of shift

Second page should at least have your name and page 2 or can use same heading as page 1.

## Bobby Broadcast

### Campus Address:

NECC, Simon Hall #112  
Norfolk, NE 68701  
(402) 371-0000

### Permanent Address:

1701 1<sup>st</sup> Avenue  
Norfolk, NE 68701  
(402) 371-2000

e-mail: bbroadcast@msn.com

### Get involved!

Employers like to see students who have been active on-campus and in the community.

### HONORS & ACTIVITIES

Broadcasting Club, President  
Debate-Speech Club  
Lambda Phi Eta, National Honor Society, Member  
Communications Scholarship Recipient  
Intramural Sports, Participant

### REFERENCES

Mr. Current Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ms. Former Employer  
Title  
Company Name  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Mr. Instructor  
Title  
College  
Address  
City, State, Zip Code  
(XXX) XXX-XXXX  
Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

### OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company  
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.