

# ANGELA TYNES

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- 1) Your name should command attention, but not be too big.
- 2) Email addresses belong below the phone number.
- 3) Abbreviations like St., Rd., Ln., and Dr. require a PERIOD and a COMMA in an address.
- 4) There is always a comma after the city, but NOT after the state.
- 5) The abbreviation for Missouri is MO, not Mo.
- 6) There is NOT a comma between the state and the zip.
- 7) Phone numbers can be formatted like this: 1-573-987-6543 or 1 (573) 987-6543.

## OBJECTIVES

1. You have one OBJECTIVE, not several.
2. Begin with, I am seeking to obtain... and then list the job you want as a potential high school graduate.

To go to college to earn a degree in business management and to own my own power sports business.

## EDUCATION

### School of the Osage

2004 - 2016

High school diploma

- Started varsity as a freshman for track
- Been to class on time everyday

### Lake Career and Technical Center

2014 - 2015

Marine Power Sports

1. Remember to include High School (two words) as part of the school title.
2. Tab the dates over so that they make a column on the right-hand side (lined up).
3. You do NOT have to include High School diploma.
4. Remember that Lake Career and Technical Center is also a school, so it should be formatted like the name of your high school.

**\*\*REMEMBER THAT YOUR RESUME SHOULD ONLY BE ONE PAGE.\*\***

## EXPERIENCE

**MENARDS | 4515 OSAGE BEACH PKWY, OSAGE BEACH, MO, 65065**

**Stock man/cashier June 20, 2014 – august 13, 2014**

- Customer service
- Multitasking

**NIKE | 4540 U.S. 54, Osage Beach, Mo., 65065**

**Customer service. October 10, 2014 – current job**

- Multitasking customer service
- Communication

1. You do NOT need the full address of your work experience here – save that for your reference page. Include the name of the business, the city, state, and zip code.

2. Again, tab over to line up your dates under any dates that show up above.

3. Your dates do NOT need the day – just the month and year.

4. Be as specific as you can with the details of your job – try to type in phrases, not just key words.

5. The job you hold presently should be listed FIRST.

6. Instead of “current,” type in Present - yes, this is capitalized.

## SKILLS

- Multitasking
- Troubleshooting
- Customer service
- Microsoft word

1. We often include phrases to describe our skills rather than just key words. How do you multi-task? Is it effective or do you have trouble completing a job?

2. Try to list skills that DIRECTLY relate to your objective – to the job you are seeking to find.

3. Try to include no fewer than 6 skills.

4. If you need the space, you can always create two columns for your skills.

## References

**Mr keeney – 5732861234**

**Mrs rauba – 5731239876**

**Mrs jenkins – 5739987641**

1. Your reference page is SEPARATE from your resume. Never include it on the first page. Copy your header from the resume and insert it above your heading: References.

2. Format your references like this:

First Last name, job title	Phone
Business Name	Email (optional)
Business Street Address	
Business City, State Zip Code	

3. There is no need to color-code the font on this page.

4. Make sure to capitalize first and last names and to type in the phone number correctly.