\*\* This is an approved format for preparing your resume. Upload your finished product to your HFC Job Leads account at: careers.hfcc.edu\*\*

**Robert Fictional**

3333 Imaginary Rd. Empty Township, MI 48888

Home (555) 555-5555 / Cell (555) 777-7777

example@example.com

***Objective*** Seeking *the position of \_\_\_\_\_\_ [Put actual job title in if known]* with *\_\_\_\_\_\_ [Put in actual company name if known]* where valuable experience can be gained and education can be utilized to benefit your company.

*[Keep your objective as specific as possible and to the point.]*

***Education*** Henry Ford College, Dearborn, MI May 2016

**Associate in Applied Science Degree** GPA 3.5

**Electrical Technology**

[*Highlight things such as your degree and job titles by bolding or italicizing]*

***Experience* Clerk** May 2014 - Present

ABC Dollar Store, Some City, MI

* Prepare store for opening and closing
* Market store products and services to customers
* Coordinate and schedule deliveries with various vendors
* Collaborate on projects with other staff members
* Organize and input daily sales totals into company computer system

[Notice the use of verbs to begin every line. Always start off work descriptions with an action verb i.e. something that you actually DO]

**Ride Coordinator** May 2013 - Sep 2014

AB Funrides, Anywhere, MI

* Researched and responded to customer concerns
* Ensured customer safety
* Processed monetary transactions

*[Notice verbs are now put in past tense. This is a very common mistake. Past jobs that are no longer current need to be put in past tense.]*

**Junior Varsity Lacrosse Coach** Aug 2012 - Dec 2012

Notreal High School, Somewhere, MI

* Managed a team of 16-18 players
* Devised and taught strategic goals and concepts

[Don’t worry if you don’t always have a lot to put down for a job but make sure what you do put down is RELEVANT to the job you want. Don’t put down job activities that will not help you get the job your objective is crafted for]

**Sales Counselor** May 2012 - Oct 2012

Sample Store, This Place, MI

* Tabulated worked hours and salary
* ~~Marketed company’s services and product to customers~~
* Established sales goals and sold product to consumers

*[Second bullet is removed because the same experience is highlighted in the first job, second bullet. Do not repeat experiences.]*

***Honors & Activities*** Coach- Fictional Youth Baseball Team Sep 2013 - Present

Recipient***-*** Sales Team Excellence Award, ABC Dollar Store May & Jun 2014

Volunteer- Mountain City Nursing Home May 2013

President- Baking Club, Henry Ford College May 2015- Present

***Computer Skills*** Microsoft Office- Word, Excel, PowerPoint

Google Analytics