

# Applying for a Job with Letters and Resumes

DO'S AND DON'TS IN  
PREPARING THEM

I  
RESUME NO. 1

SUSAN TAYLOR

## Home Address

311 Lason Road  
Dearborn, Michigan 48120  
Telephone: 392-1113

## Campus Address

35 Williams Drive  
Delaware, Ohio 43015  
Telephone: 363-7701

## PERSONAL DATA

Single                      5'4"  
Birthdate: January 10, 1950

111 lbs.                  U.S. Citizen  
Father's Occupation: Minister

June, 1975

## VOCATIONAL INFORMATION

Job Interests:                  Industrial sales; promotion; advertising  
Geographic Preference:      Midwest or East  
Date Available:                June, 1975

## COLLEGE INFORMATION

XYZ University, Delaware, Ohio 9/70 - 6/72 - B.A.

Major: Economics

Kappa Alpha Theta, Vice-President

Varsity basketball; advertising manager, college year book. Earned 50% of college expenses through summer employment. Reading knowledge of French and Spanish.

## EMPLOYMENT INFORMATION

Vic Chemical Company - Summer Sales Trainer - 1968  
Previous Summers - Camp Counsellor, three camps in Northern Michigan

## MILITARY

No military experience - none intended.

## GENERAL

Mechanical aptitude; interest in sports and dramatics; travel in Mexico and South America.

## REFERENCES

Available through XYZ University Placement Office, Delaware, Ohio

## JOAN DORSEY

Permanent Address

99 Bougeois Lane  
Cleveland, Ohio 44117  
Telephone: 727-9941

Temporary Address

Hayes Hall  
Delaware, Ohio 43015  
Telephone: 363 1261  
Ext. 431

Single

5'3"

110 lbs.

21 years

**JOB OBJECTIVE**

To work in sales in order to acquire the experience and qualifications necessary to become a sales manager.

**EDUCATION**

XYZ University, Delaware, Ohio

Candidate for the degree of Bachelor of Arts in June, 1974. Majored in English with related interest in French and History. Dean's list three semesters. Expenses financed by scholarship aid, summer and part-time work and family help.

**SUMMER AND PART-TIME WORK**

Worked as a receptionist during the summer of 1970 in a law office in Cleveland, Ohio. Duties included making appointments for clients and performing general office work. The previous summer - worked as counselor at Blue Bonnet Camp, Carlisle, Minnesota, in charge of ten campers; also edited the camp newsletter. Other summers spent as waitress and mother's helper. Occasional baby-sitting jobs during all four years at college in order to help put myself through college.

**PERSONAL BACKGROUND AND INTERESTS**

Brought up in Cleveland, Ohio. Attended the public schools and graduated from Johnson High School in 1970. Ranked in upper fourth of class. Elected to senior service society. Editor of yearbook, senior year. Member of French Club, swimming and tennis teams. Active in church youth group. Enthusiastic about participating in amateur theatricals.

**SPECIAL**

Worked as door-to-door saleswoman selling encyclopedias for summer of 1971. Read and speak French fairly fluently.

**REFERENCES**

May be obtained from XYZ University Placement Office, Delaware, Ohio.

tional or analytical approach and remain consistent within this framework.

Omit all personal pronouns. Use outline form to start sentences with an active verb in the past tense (like -- directed, supervised, etc.)

Lay out a format which makes use of white space surrounding copy

for emphasis. Make sure it has eye appeal.

Date resume at bottom.

Indicate that references are available through your Placement Office.

**DON'T**

Make it too detailed.

List all your duties as though it were a job analysis.

Go into detail about work below your top level.

Waste space by listing names and addresses of individual references.

Show inconsistency by mixing up different formats or types of presentation.