Make the resume one page, with correct information (dates, names, companies/agencies) and easy to read. It will make YOUR job easier and be a real gift to the applicant!

Use easy to read font like Arial…

**John Robert “JR” Smith**

1645 Maples Drive

Columbia, SC 29208

803-128-7845

[JRuscfan@yahoo.com](mailto:JRuscfan@yahoo.com)

**Goal:** (Optional) I am interested in a position where I can enhance the giving base and financial support of the ministry through my marketing and graphic design skills.

If you create a goal, make it specific and job targeted…REMEMBER… focus on the EMPLOYER!

**Experience:**

9/91- ABC Print Shop

12234 Mill Road, Columbia, SC 28305

Sam Smith, Supervisor, 803-231-6923

My responsibilities at the print shop included:

Change margins so resume nicely fits on one page!

* Creating logos and stationery for business owners

Use bullets and action verbs to start phrase…

* Assisting with print job orders to client specifications
* Operated printers, laminators, and cutting machines
* Publicized sales with promotional materials
* Performed above minimum standards
* Demonstrated dependability and team work

**Volunteer**

Include non-paid experience!

**Experience**:

6/07- June Miller

8974 Conway Street, Columbia, SC 27164

803-565-1243

* Assisted with creating a website for her at home business

**Education:**

Consider switching the Education with Experience if Education is stronger!

8/2014-Columbia International University

7435 Monticello Road

Columbia, SC 29203

800-777-2227

Bachelor Degree, May 2017

Major Marketing and Bible

High School (NO GRADUATION YEAR!)

Street, City, State, Zip

Phone Number

Received Certificate, diploma…

Mention awards or honors.

**Awards/Activities:**

Soccer Team 3 years and Youth Group Leader 2 years

**Qualities:**

Consider adding info. that would interest an employer…(make it truthful)…show personality!

Dependable, friendly, attention to detail, likes routine

**John Robert “JR” Smith**

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**References:**

**Most employers request at least 3 references; have them available… with names and information spelled correctly!** Note: Not family!

(Also, make sure they have been asked to serve as a reference~)

Sam Smith

ABC Print Shop

12234 Mill Road

Columbia, SC 28305

803-231-6923

Supervisor, 3 years

June Miller

8974 Conway Street

Columbia, SC 27164

803-565-1243

Neighbor, 7 years

Bernie Jones

2356 Oak Street

Columbia, SC 29563

803-563-1235

Neighbor, 5 years

Barb Brown

1265 Main Street

Columbia, SC 29653

803-963-6235

Teacher, 1 year