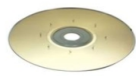


# Creating a Professional Resume



CD or a Flash Drive

Please follow these instructions:

- Fill out the worksheets provided in this packet as a way of remembering what you have done that should be included on your resume.
- Type your information in **Microsoft Word**. **PLEASE DO NOT USE A RESUME WIZARD OR RESUME TEMPLATE!**
- Use one font size only. You may bold headings. Do not use lines, underline or italics. (There are examples of resume formats in this packet.)
- Save resume to a CD or a Flash Drive
- Call for an appointment with the Career Services Center-256-352-8308 to have your resume edited and proofed.

Bailey Center, 10<sup>th</sup> floor - P.O. Box 2000, Hanceville, AL 35077-2000  
Ph. (256) 352-8133 or (256) 352-8308 Fax (256) 352-8188