

## A Sample of Easy Resume

Looking for a sample of resume? Find ideas here. First off, make sure your prospective employer knows who they're talking to. At the top, print your name in bold or large font to make sure you stand out. Also include your contact information such as a phone number and email address and a mailing address if possible.

Header:

MY NAME

My Address. My Phone Number. My Email.

\*Use periods, spaces or characters like a small circle or square to space out the information and make it more readable.

When writing a one, make sure to focus on the positives and your quantitative accomplishments. It should showcase you and what you bring to the table.

Content:

MY NAME

My Address. My Phone Number. My Email.

EDUCATION

College, Year

Major/Minor

GPA (if above a 3.0)

PROFESSIONAL EXPERIENCE (if any)

Title, Company, Time at Position

- Duties (answering phones, creating marketing plans, detailing vehicles, etc)

- Accomplishments (x amount in sales, assisted in the successful launch of new product, increased profits by x amount, etc)

\*Use bullet points to highlight job duties and accomplishments to help maintain white space and keep focus.