

# **SB** Santa Barbara City College Schall Career Center **CC** **Résumé Template**

Use this format as a starting point or guideline for creating your résumé.

Name  
Address  
City, State Zip Code  
(Area code) Phone number  
E-mail Address

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## **OBJECTIVE**

*A statement about the position you want, for example: Accounting Clerk*

## **SUMMARY OF QUALIFICATIONS**

*Several brief phrases about your most relevant qualifications, for example:  
Detail-oriented, good with numbers. Experience using QuickBooks and Excel.  
Excellent customer service skills.*

## **EDUCATION**

*Start with most recent educational institution first, then go back in time, for example:*

Santa Barbara City College, Santa Barbara, CA 8/07 - present

Pursuing Associate in Science degree in Accounting

Expected date of graduation: 5/09

Relevant Coursework:

Introduction to Accounting	Financial Accounting
Accounting with QuickBooks	Economics

## **WORK EXPERIENCE**

Brief descriptive phrases about what you do in this particular job as it relates to the position you are applying for. Most recent first, then go back in time, for example:

**Cashier**, Long's Drugs, Goleta, CA 1/07 - present

- Provide friendly, efficient customer service
- Sell over \$5,000 of merchandise a day
- Voted Employee of the Month, December 2007

**Volunteer Tax Preparer**, ABC Senior Center, Santa Barbara, CA 2/07 - 4/07

- Helped over 50 older adults fill out federal and state tax forms
- Checked forms for accuracy
- Organized files for the office

**Job Title**, Employer Name, City, State start date – end date

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**Job Title**, Employer Name, City, State start date – end date

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You may add another section such as Community Service, Volunteer Work, Special or Technical Skills if applicable.



# Résumé Essentials

1. Place contact information at top of page (your e-mail address should be professional.)
2. You may include an objective – which helps you to avoid being considered for positions that do not interest you.
3. Be positive, focused, and brief.
4. Avoid abbreviations or jargon.
5. Provide a separate section for listing skills and qualifications. Match your qualifications to the job for which you are applying.
6. Limit résumé to one page or two pages.
7. CAPITALIZE or **bold** the major headings.
8. Keep phrases short, starting with verbs.
9. Correct all spelling errors. Then check again!
10. Make sure the résumé looks neat and attractive, using 8-1/2" x 11" high quality paper and a clear, plain font. Laser printing is best.
11. Include campus and community volunteer experience, if applicable.
12. Do not mention salary or wages.
13. Do not mention reasons for leaving previous positions.
14. Do not include references – save them for the interview.
15. SAVE your résumé so that you can modify it - email to yourself or use a USB drive.
16. Always submit a cover letter with a résumé, unless you are attaching your résumé to an application.

## Cover Letter

Your cover letter should include your job objective, and should entice the reader to read your résumé. Tell about your qualifications for the job. Use good writing skills!

	Date
	Employer's Name and Title and Address
(Use complete title/address)	Dear:
	<b>Opening Paragraph:</b> State you are applying for a particular position or type of work, and how you heard of the opening or organization.
(Use the name of the hiring individual)	<b>Middle Paragraph:</b> Explain why you are interested in this job and make a personal statement about your qualifications for the position.
(Be personable and enthusiastic.)	<b>Closing Paragraph:</b> Indicate your interest in hearing from the reader. Say you will call on a certain date to discuss the possibility of an interview. Thank the reader for his/her time and consideration.
	Sincerely,
(Always sign letters)	Your Name signed Your name typed

### Career Center Location & Hours:

Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331  
Hours: Mon. 9–4:15, Tues. 9–4:15, Weds. 9–6:45, Thur. 9–4:15, Fri. 9–1:00