

Heading

Tells the employers where they can reach you. Make sure the message on your answering machine or voicemail (and your email address) are appropriate.

Job Objective

If you don't choose an objective, the employers probably won't know which job you are applying for. Be specific and leave out the fluff.

Education

List all relevant education. List your specific program and any honors.

Experience

List jobs starting from your most recent work experience. Be sure to list most impressive duties first to get the reader's attention. Each experience should start with an action verb.

References

If you're running low on space, the reference statement can be omitted.

Tips: Be sure to emphasize your skills, aim for a one page résumé, and do not describe your duties in long paragraphs.

Questions?

Contact Career Services
 Career Center—1300 Building
 706-771-4146

TOM WANTS WORKE

115 Success Avenue
 Augusta, Georgia 30906
 (706) 555-1234
 tworke@hotmail.com

OBJECTIVE

Seeking a position within the Mechanical Engineering Technology field.

SKILLS

Computer Aided Drafting:
 AutoCAD 2002/ Release 14 Pro Engineer 2000
 3ds Max 4.2 Autodesk Viz 4

EDUCATION

Associate of Applied Technology in Mechanical Engineering Technology
 Augusta Technical College, Augusta, GA
 Graduated April 2008, 3.65 GPA
 Member: Phi Theta Kappa Honor Society, SkillsUSA, and
 Student Leadership Council

Related Course Work

MS Word/ Excel/PowerPoint	Manufacturing Quality
Control Strength of Materials	Engineering Materials
Dynamics	Solids Molding
Machine Design	Fluid Mechanics/Power
Statics	Chemistry for Laboratory Technician
Thermodynamic/Heat Transfer	AC/DC Circuit Analysis

EMPLOYMENT

Project Manager, Iron Designers, Inc. 2002-Present

- Coordinate and manage projects for customers.
- Correspond with customers and co-workers in the Engineering, Sales, Purchasing, and Manufacturing Departments on a one on one basis.
- Read and submit drawings and layouts for customers.

Carpenter, Augusta Cabinet Company 1995-1999

- Designed and made cabinetry for residential customers.

REFERENCES

Available Upon Request

Action Words!

**SHOW EMPLOYERS WHAT YOU CAN "DO!"
USE ACTION WORDS (VERBS) TO DESCRIBE YOUR DUTIES AND
RESPONSIBILITIES.**

Creative	Clerical	Communication	Financial	Helping	Management	Technical
acted	approved	addressed	allocated	assessed	administered	assembled
created	arranged	arbitrated	analyzed	assisted	analyzed	built
designed	catalogued	arranged	appraised	clarified	assigned	calculated
developed	classified	authored	audited	coached	attained	computed
directed	collected	corresponded	balanced	counseled	chaired	designed
established	compiled	developed	budgeted	demonstrated	contracted	devised
fashioned	executed	directed	calculated	diagnosed	consolidated	engineered
founded	generated	drafted	computed	educated	coordinated	fabricated
illustrated	inspected	edited	developed	expedited	delegated	maintained
instituted	monitored	enlisted	forecasted	facilitated	developed	operated
integrated	operated	formulated	managed	familiarized	directed	overhauled
introduced	organized	influenced	marketed	guided	evaluated	programmed
invented	prepared	interpreted	planned	referred	executed	remodeled
originated	organized	lectured	projected	rehabilitated	improved	repair
performed	processed	mediated	researched	represented	increased	solved
planned	purchased	moderated			organized	trained
revitalized	recorded	motivated			oversaw	upgraded
shaped	retrieved	negotiated			planned	
	screened	persuaded			prioritized	
	specified	promoted			produced	
	tabulated	publicized			reviewed	
	validated	reconciled			scheduled	
		recruited			supervised	
		spoke				
		translated				
		wrote				



Find These and More Action Words...

<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>
http://www.quintcareers.com/action_alpha.html