

# Skippy McSkipperson

300 Nicollet Mall  
Minneapolis, MN 55372  
(000) 555-6071 fakeemail@wisc.edu

Comic Sans is not a professional font.

## Objective

A job in a Fortune 500 company that will give me the skills I need to succeed.

This objective is weak because it is not specific. A stronger objective would identify a specific field or type of job.

## Education

University of Wisconsin-Madison  
B.A. History, Expected May 2016  
GPA: 3.03842

Round the GPA to two decimal places.

## Coursework

History 101, 102, 332, Econ 301

List courses by title; employers will not recognize the numbers.

## Experience

North Commons Water Park, Minneapolis, Minnesota Summer 2014 and 2015  
Lifeguard

- Diligently and carefully observed swimmers to protect user safety
- Provided excellent customer service when answering questions
- Was selected "teacher of the week" in youth swimming lessons

The more recent job should be listed first.

The bullets in these lists are not parallel: all items should start with a verb and should describe a task performed, not an outcome. Save what you learned for the letter.

Carson's Market, UW-Madison, Madison, Wisconsin 01/13 – May 2016  
Team Member

- Prepare delicious food to customer specifications
- Made over \$2000
- Able to work in fast-paced environments

The dates here are inconsistently formatted.

## Skills

Microsoft Word, writing and editing, giving presentations

Typo here suggests applicant did not proofread.

## Activities

Student Council, Class Officer, Cross Country Running -Captain, Track, Competitive Speech, Students Offering Support, Student Activity Advisory Council, Wisconsin Union Directorate, Badger Herald (section editor), hiking, canoeing, running, playing tennis, walks on the beach, playing with my dog

References available upon request.

The "activities" section has more detail than any other section, potentially suggesting the applicant spends more time playing than working. Trim by deleting high school activities (which are not relevant for a college graduate) and general hobbies and focus on college activities, particularly those that involved leadership or teamwork.