

How to Create a Resume (CV) for Beginners

- Section 1: Heading
- Section 2: Summary of Qualifications
- Section 3: Experience
- Section 4: Education
- Section 5: Certification(s)/License(s)



Page Layout

- Microsoft Word
 - Margins: 1 inch x 1 inch (Normal)
 - Orientation: Portrait
 - Left aligned
 - Times New Roman, 12-point font
 - Headings
 - Bold, Times New Roman, 14-point font



Heading

- Format: Centered, Times New Roman, 12-point font
- Name: First, Middle Initial, Last
- Address: Street number, Street name, City, State, and Zip Code
- Contact:
 - Preferred phone number
 - Preferred email



Heading cont.

John A. Doe
123 Apple Ave
Fruit, LA 12345
(555) 555-1234
John_Doe999@yahoo.com



INFINITE
FUNDAMENTALS

Summary of Qualifications

- Format: Left-Aligned, Bullet list, Times New Roman, 12-point font
- Minimum of five qualifications
 - Tailor qualifications
 - Relevant qualifications



Summary of Qualifications cont.

SUMMARY OF QUALIFICATIONS:

- Qualification #1
- Qualification #2
- Qualification #3
- Qualification #4
- Qualification #5



Professional Experience

- Format: Left-Aligned, Times New Roman, 12-point font
- Professional section
 - List in reverse chronological order
 - From & To dates of employment (MM/YYYY)
 - Company Name, Location (City & State)
 - Position(s) held
 - Primary responsibility (1)
 - Achievements (2)



Professional Experience

- Responsibilities
 - What was your daily duties and tasks? How did you fulfill or complete each task? How did the completion of the task effect your company?
- Achievements
 - How did you contribute to the company success or improvement? What company projects or reports did you managed? How many did you managed? How long was the project?
 - Problem → Action → Result



Professional Experience

PROFESSIONAL EXPERIENCE:

MM/YYYY – MM/YYYY Employer (Company) Name #1, City, State

Job (Position) Title

- Primary Responsibility #1
- Achievement #1
- Achievement #2

MM/YYYY – MM/YYYY Employer (Company) Name #2, City, State

Job (Position) Title

- Primary Responsibility #1
- Achievement #1
- Achievement #2



Professional Experience cont.

Same Job Duties

PROFESSIONAL EXPERIENCE:

MM/YYYY – MM/YYYY Employer (Company) Name #1, City, State
Job (Position) Title #1, MM/YYYY – MM/YYYY
Job (Position) Title #2, MM/YYYY – MM/YYYY

- Primary Responsibility #1
- Achievement #1
- Achievement #2

Different Job Duties

PROFESSIONAL EXPERIENCE:

MM/YYYY – MM/YYYY Employer (Company) Name #1, City, State
Job (Position) Title, MM/YYYY – MM/YYYY

- Primary Responsibility #1
- Achievement #1
- Achievement #2

Job (Position) Title, MM/YYYY – MM/YYYY

- Primary Responsibility #1
- Achievement #1
- Achievement #2



Military Experience

- Format: Left-Aligned, Times New Roman, 12-point font
- Military Section
 - List in reverse chronological order
 - From & To dates of service (MM/YYYY)
 - Branch of service
 - Position(s) held
 - Primary responsibility (1)
 - Achievements (2)



Military Experience cont.

MILITARY EXPERIENCE:

MM/YYYY – MM/YYYY Branch of Service

Job (Position) Title

- Primary Responsibility #1
- Achievement #1
- Achievement #2



Military Experience cont.

Same Job Duties

MILITARY EXPERIENCE:

MM YYYY – MM YYYY Branch of Service
Job (Position) Title #1, MM/YYYY – MM/YYYY
Job (Position) Title #2, MM/YYYY – MM/YYYY

- Primary Responsibility #1
- Achievement #1
- Achievement #2

Different Job Duties

MILITARY EXPERIENCE:

MM/YYYY – MM/YYYY Branch of Service
Job (Position) Title, MM/YYYY – MM/YYYY

- Primary Responsibility #1
- Achievement #1
- Achievement #2

Job (Position) Title, MM/YYYY – MM/YYYY

- Primary Responsibility #1
- Achievement #1
- Achievement #2



Civilian Education

- Left-Aligned, Times New Roman, 12-point font
- List in descending order of education level
 - Bachelors
 - Associate
 - Diploma
- School Name
- School Address (City & State)
- Date acquired (MM/YYYY)



Military Education

- Left-Aligned, Times New Roman, 12-point font
- List in reverse chronological order
- Course name
- Date acquired (MM/YYYY)



Education cont.

Civilian

CIVILIAN EDUCATION:

School Name #1, City, State
Diploma/Degree, MM/YYYY

School Name #2, City, State
Diploma/Degree, MM/YYYY

Military

MILITARY EDUCATION:

Course Name, MM/YYYY

Course Name, MM/YYYY



Certification(s) & License(s)

- Left-Aligned, Times New Roman, 12-point font
- List in reverse chronological order
- Certification/License name
- Date acquired (MM/YYYY)



Certification(s) & License(s) cont.

CERTIFICATION(S)/LICENSE(S):

Certification/License Name, MM/YYYY

Certification/License Name, MM/YYYY

