11002 Horse Drive
East Lansing, MI 48854
Born: 8/22/1982
Marital Status: Single
SS#999-33-0000

Phone 517 555-1212
E-mail
hottiebabe@hotmail.com
Height:5'1"
Weight:172 lbs.

Susan Spartan

Objective	To get a job with Pfizer Pharmaceuticals	What job? CEO? Maintenance? This is too broad a statement.

Work experience

2001 - Present **Wanker's Pub** Waitress, 2381 Rhode Ave, East Lansing, MI 49227.
- Took orders and served food

Don't include addresses or phone numbers here. The important information is what you did in the job.

There is no consistent format to the dates, fonts, or information. Employers see this as careless, and it creates a bad impression.

5-2002-8-2002 **Rite Aid** Pharmacy Technician, 8123 Island Ave, Escanaba, MI 19322
- Worked Cash register.

What did you learn? What skills did you develop? Did you interact with customers?

Education

2001-2003, **MSU** East Lansing, MI, 48824
- BS in Zoology, GPA 3.5 of 4.0

When you graduate is more important than how long you have been at school.
Always spell out MSU, since other universities have the same initials.

Hobbies

Swimming, water skiing, and cooking

Unless it relates to the job applied for, don't put it on a resume.

References

John R. Teems, Wanker's. 2381 Rhode Ave, East Lansing, MI 49227

Alice Bears, Assistant Personnel Director, RightAide Drugs, 8123 Island Ave, Escanaba, MI 19322

It's probably better to put "References upon request." Your references are doing you a big favor, and you want to make sure they only get a call if it's important.

An exception is when you apply to a position that specifically states you must name references. In that case, references are typically listed on a separate page.