Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English IV

**Resume Expectations**

* Font: Times New Roman (No other font is permitted)
* No artwork, watermarks, etc.

Name: Top, Centered, 16-18 point font

Address, 14 point font

Body: Left aligned, 10-12 font

The main categories of your essay should appear in the following order:

 Objective

 Experience / Employment History

 Job Title should be italicized

 Skills

Education

 Awards

 Affiliations

 References

 Job Title should be italicized

Information listed under each category must be bulleted and all must be lined up

Spelling and grammar can contain no errors