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