

## “Poor Quality Resume”

John Smith (Capitalize/Bold/Use 16 pt. font)  
11 Main Street  
Boston, MA 01211  
617/555-1234/partyguy1@gmail.com (Choose a businesslike email address  
that includes your last name)

**Objective:** I am seeking a position where my education and experiences will be utilized and I can gain more experience in the field of Library Science. (Omit: Cover letter states objective)

**Professional Experience:** Simmons College, Boston, MA (Place Dates in Right Margin)  
9/09- Present Student Library Assistant

(Use years only)

\* Provide customer serves and answered patrons questions: check in and out books and other library materials: work with librarian on other special projects; shelved incoming periodicals plus newspapers and other materials; Use Html ( correct: HTML), Dialog, various databases with supervision from Library Assistants and supervisors.

(Highlight accomplishments)

- Commended by librarians for enthusiasm, professionalism and ability to learn new tasks quickly

2003-07  
(No abbreviations)

Boston Public Schools, Boston, MA  
Teacher/5<sup>th</sup> gr. (No abbreviations)  
Taught 5<sup>th</sup> grade students on all subjects. Met with parents for conferences  
Helped with lunchtime supervision when necessary. Left job to return to grad school

(With considerable professional experience, omit college jobs not related to your career goal)

June-Aug 2002  
(Summer 2002)

Camp Wilderness, Lee, MA  
Camp Councilor (Spelling error: Counselor)  
Worked at summer camp; planned activities including  
Swimming, water safety, Hiking canoeing, arts/crafts, etc.

(Place Education above Experience)

**Education:** Simmons College, Boston, MA Sept. 2008- Present (Omit)  
Masters (Master of Science) in Library and Information Sciences, anticipated May 2010  
University of Boston, Boston, MA Graduated (Omit) 2003  
Bachelor's (Bachelor) of Arts in Education, 2003 (Place year here)

**Skills/Interests/Hobbies:** (Skills only)

Microsoft Word, M/S(no need to state again) Powerpoint ( Spelling error: PowerPoint), Excel  
Enjoy going to concerts and to travel (Do not include)

References available upon request (Omit)

Additional Points:

- **Bold** and CAPITALIZE resume headings
- Use bulleted statements instead of paragraphs to make easy to read
- Begin accomplishment statements with action verbs
- Use an easy to read font, such as Times New Roman or Arial in 11 or 12 pt.