**Resume Samples**

The DMACC Career Center has developed the following resume samples to use as templates or starting points to “get the ball rolling” when building a resume from scratch. One of the hardest parts of resume writing is just getting started, so we hope you find these samples helpful as you begin your resume writing process!

**Tips for Using Our Samples:**

* When selecting a sample resume to use, choose the format that you like best. Don’t get hung up on the text used in the samples; section headings and other text are just placeholders that you’re meant to change. Instead, focus on the formatting of the samples and choose the sample you like most.
  + ***Tip:*** *The last resume sample (Page 6) is a great format for job seekers who don’t yet have a lot of experience and might struggle to write a full one-page resume. This format helps fill the page with less content!*
* Once you’ve selected a sample to use, you can either delete all the other pages of this Word document (so you’re left with just the sample you chose), or you may copy and paste your selected resume sample into a new document. If you choose to copy and paste into a new document, be sure to select the “keep source formatting” when pasting into the new document so that the resume sample’s formatting remains intact.
* As mentioned above, the section headings and other text used in the samples are simply placeholders that you are meant to change to fit your needs. Don’t need a “Licensure & Certification” section? Change the heading or delete the section! Need to add more bullet points? Add them! Don’t like the font? Use a different font (but still use one that is “standard” for most versions of Word and easy to read)! Create a resume that works for you.

**Additional Resume Writing Resources & Services:**

* For more resume writing tips, check out “The Five C’s of Resume Writing” and “Marketing Your Transferable Skills” handouts available on the DMACC Career Center’s website ([www.DMACC.edu/CareerCenter](http://www.DMACC.edu/careercenter/)). These handouts are also available in the Career Document Library on the Career Center’s free online job/internship board, [www.CollegeCentral.com/DMACC](http://www.CollegeCentral.com/DMACC) under the “Resumes” section.
* The DMACC Career Center provides free resume writing assistance and reviews to students and alumni. To schedule an in-person appointment to review your resume draft, call 515-964-6200, then dial 0 to reach our schedulers. Our office hours are Monday-Friday, 7:30 a.m. to 4:00 p.m.; we’re open year-round!
* Can’t make it in to see us in-person, but want some feedback on your resume? Email your draft to us at [careers@dmacc.edu](mailto:careers@dmacc.edu)!
* Questions? Contact the DMACC Career Center at 515-964-6463 or [careers@dmacc.edu](mailto:careers@dmacc.edu).

**Your Name**

1234 Main Street, Ankeny, Iowa 50023 | 555-555-5555 | email@domain.com

**Education**

**Degree/Diploma/Certificate Pursuing or Earned**, Grad Month Year

School Name, City, State

* Optional Detail (e.g. GPA, Relevant Coursework, Academic Award/Scholarship)
* Optional Detail (e.g. GPA, Relevant Coursework, Academic Award/Scholarship)

**Related Experience**

**Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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**Position Title**, Month Year – Month Year

Company Name, City, State

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* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Additional Experience**

**Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Position Title**, Month Year – Month Year

Company Name, City, State

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**Work Experience**

**Position Title Month Year – Month Year**

*Company Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Position Title Month Year – Month Year**

*Company Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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**Position Title Month Year – Month Year**

*Company Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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**Service & Leadership Experience**

**Position Title Month Year – Month Year**

*Organization Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Position Title Month Year – Month Year**

*Organization Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Computer Skills**

* Proficient in \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Introductory knowledge of \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Optional Detail (e.g. GPA, Relevant Coursework, Academic Award/Scholarship)

**Related Coursework**

* Course Title: Description of concepts/skills learned
* Course Title: Description of concepts/skills learned
* Course Title: Description of concepts/skills learned

**Work Experience**

**Position Title Month Year – Month Year**

*Company Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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**Position Title Month Year – Month Year**

*Company Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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**Position Title Month Year – Month Year**

*Company Name City, State*

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**Position Title Month Year – Month Year**

*Company Name City, State*

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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**Community Service Experience**

* Organization Name Month Year – Month Year
* Organization Name Month Year – Month Year
* Organization Name Month Year – Month Year

**YOUR NAME**

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School Name, City, State

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* Optional Detail (e.g. GPA, Relevant Coursework, Academic Award/Scholarship)

**LICENSURES AND CERTIFICATIONS**

* Title of certification or license, Expires Month Year
* Title of certification or license, Expires Month Year
* Title of certification or license, Expires Month Year

**CLINICALS**

**Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**WORK EXPERIENCE**

**Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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Company Name, City, State

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      * Optional Detail (e.g. GPA, Relevant Coursework, Academic Award/Scholarship)

**TECHNICAL SKILLS Programming:** \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

**Design:** \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

**Databases:** \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

**Operating Systems:** \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

**Other:** \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

**EXPERIENCE** **Position Title**, Month Year – Month Year

Company Name, City, State

* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
* Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)
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  + - * Description (begin with a verb; describe relevant skills, accomplishments, and responsibilities)

**Position Title**, Month Year – Month Year

Company Name, City, State

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