

on one uncrowded page unless your education and experience are extensive.
 Most job seekers prepare two versions of their résumé: a formatted version to print and take to in-person interviews (sample below) and a plainner version to submit online (sample on the facing page). Employers may add the electronic version to a computerized database of applicants, so the format and language are important to ensure that your résumé is retrievable.

Résumé (print)

<p>Name and contact information</p> <p>Ian M. Irvine 3712 Swiss Avenue Dallas, TX 75204 214-744-3816 ianirvine@mail.smu.edu</p>		
<p>Position desired</p> <p>Part-time editorial assistant.</p>		<p>Desired position stated simply and clearly</p>
<p>Education</p> <p>Southern Methodist University, 2012 to present. Current standing: sophomore. Major: English literature and journalism. Journalism courses: news reporting, copy editing, electronic publishing, communication arts, broadcast journalism. Abilene (Texas) Senior High School, 2008-12. Graduated with academic, college-preparatory degree.</p>		<p>Education before work experience for most college students</p>
<p>Employment history</p> <p>2012 to present. Reporter, <i>Daily Campus</i>, student newspaper of Southern Methodist University. Write regular coverage of baseball, track, and soccer teams. Write feature stories on campus policies and events. Edit sports news, campus listings, features. Summer 2013. Copy aide, <i>Abilene Reporter-News</i>. Assisted reporters with copy routing and research. Summer 2012. Painter, Longhorn Painters, Abilene. Prepared and painted exteriors and interiors of houses. Fluent in Spanish. Proficient in Internet research and word processing.</p>		<p>Headings marking sections, set off with space and highlighting</p> <p>Conventional use of capital letters: yes for proper nouns and after periods; no for job titles, course names, department names, and so on</p>
<p>Special skills</p> <p>Fluent in Spanish. Proficient in Internet research and word processing.</p>		
<p>References</p> <p>Available on request: Placement Office Southern Methodist University Dallas, TX 75275</p>		<p>Standard, consistent type font</p>

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