

- **Keep the design simple for accurate scanning or electronic transmission.** Avoid images, bullets, boldface, italics, underlining, unusual fonts, more than one column, centered headings, and vertical or horizontal lines.
- **Use concise, specific words to describe your skills and experience.** The employer's computer may use keywords (often nouns) to identify the resumes of suitable job candidates, and you want to ensure that your resume includes keywords that match the

Resume (scannable or electronic)

Ian M. Irvine
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Dallas, TX 75204
214-744-3816
ianirvine@mail.smu.edu

KEYWORDS: Editor, editorial assistant, publishing, electronic publishing.

OBJECTIVE
Part-time editorial assistant.

EDUCATION
Southern Methodist University, 2012 to present.
Major: English literature and journalism.
Journalism courses: news reporting, copy editing, electronic publishing, communication arts, broadcast journalism.

Abilene (Texas) Senior High School, 2008-12.
Academic, college preparatory degree.

EMPLOYMENT HISTORY
Reporter, Daily Campus, Southern Methodist University, 2012 to present.
Writer of articles for student newspaper on sports teams, campus policies, and local events. Editor of sports news, campus listings, and features.
Copy aide, Abilene Reporter-News, Abilene, summer 2013.
Assistant to reporters, routing copy and doing research.
Painter, Longhorn Painters, Abilene, summer 2012.
Preparation and painting of exteriors and interiors of houses.

SPECIAL SKILLS
Fluent in Spanish.
Proficient in Internet research and word processing.

REFERENCES
Available on request:
Placement Office
Southern Methodist University
Dallas, TX 75275

Every line aligning at left margin

Standard font easily read by scanners

Simple design, avoiding unusual fonts, bold, italics, multiple columns, decorative lines, and images

Accurate keywords, allowing the employer to place the resume into an appropriate data base

4 Sentence Parts and Patterns

7 Research Writing

3 Clarity and Style

6 Spelling and Mechanics

5 Punctuation