

Sample Student Résumé

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Bold, all caps headings highlight sections.	<hr/> OBJECTIVE To obtain an editorial internship with a magazine	
Bulleted lists organize sections.	EDUCATION Fall 2006–present University of Maryland <ul style="list-style-type: none">• BA expected in June 2010• Double major: English and Latin American studies• GPA: 3.7 (on a 4-point scale)	
	EXPERIENCE Fall 2008–present Associate editor, <i>Latino Voice</i> , newsletter of Latino Club <ul style="list-style-type: none">• Assign and edit feature articles• Coordinate community outreach Fall 2007–present Photo editor, <i>The Diamondback</i> , college paper <ul style="list-style-type: none">• Shoot and organize photos for print and online publication• Oversee photo staff assignments; evaluate photos Summer 2008 Intern, <i>The Globe</i> , Fairfax, Virginia <ul style="list-style-type: none">• Wrote stories about local issues and personalities• Interviewed political candidates• Edited and proofread copy• Coedited “The Landscapes of Northern Virginia: A Photoessay” Summers 2007, 2008 Tutor, Fairfax County ESL Program <ul style="list-style-type: none">• Tutored Latino students in English as a Second Language• Trained new tutors	Parallel verb phrases.
Even spacing between sections.	ACTIVITIES Photographers’ Workshop, Latino Club	
	PORTFOLIO Available at http://jrichardson.localhost/jrportfolio.htm	
	REFERENCES Available upon request	

This simple, one-page student résumé is appropriate for someone seeking an internship or first job. Note the careful alignment of headings and dates on the left margin, with all details indented well toward the middle of the page. The indented position can be controlled with either a left tab or by setting up the page as a table with two columns and as many rows as needed. White space is well distributed across the page to show divisions of information.

Source: Hacker/Sommers (Boston: Bedford/St. Martin’s, 2010).