

Using the header space for personal contact information allows more space – often helping keep resumes to one page

Summary of Qualifications:

Summarize your skill sets with those listed in the job posting. It is usually best to revise this section for each job you apply for.

Education:

Red Rocks Community College

(projected) Graduation date

Associate of Applied Science

Water Quality Management Technology

Courses Completed: It is often nice to list what you have studied so far if you're not very far into the program, letting employers know what you have been exposed to.

WQM Certificates

State Licenses

Other applicable certificates, etc. (OSHA, CDL, etc.)

Skills:

Most people who enter the WQM program are career changers. The typical resume lists past work experience, job descriptions and dates employed. Rather than leaving your applicable skills to be found by the hiring committee, reformat your resume so that your applicable skills are listed and obvious.

- Computer
- Mechanical
- Technical
- Communication, written/verbal
- Strengths
- Driving, etc.

Relevant Experience:

Like mentioned above, this is another area you can list relevant/applicable skill sets or jobs that cultivated related experience. Formatting depends on items being listed and if you have both skills and work experience. You can column and bullet your skills, or list them if you have a long list. Think about formatting like bullets for your WQM course work also. As long as your resume looks professional and fits on one page, play with it. Only have more than one page if you really have that much to say and can keep the reader interested past the first page. Most entry level positions don't need more than a page of information about yourself. Keep in mind that resume templates that are already formatted and you just fill in your information are hard to work with if you want to make changes later, so it can be easier to make your own.

References:

Available upon request

References should be typed and ready to hand over if requested, but are not necessary to include on your resume. Letting employers know they are available is adequate but not necessary.