

John Doe

EXAMPLE OF A STRONG RESUME

823 7th Avenue, Nicetown, Nevada 55555
555.555.5555 jd@nicenet.net

Architectural Drafter

- Specialist in Autodesk Architectural Desktop 2005 and Adobe PhotoShop 7.0
- Hard working, reliable team player with excellent attendance record.
- Able to work under pressure and with tight deadlines.
- Effective at prioritizing and decision making regarding drawing schedules and due dates.
- Strong sense of responsibility and maturity.
- Polished hand lettering and manual drafting skills.

Experience

Nicotown High School, Nicetown, NV 2003 – 2004

- Designed homes and drafted plans built by Nicetown High School Construction Program.
- Designed addition and drafted plans for Brezina residence.

Maheu Homes, Nicetown, NV 2003 – Present

- Designed and drafted plans for the Rummell Residence.
- Designed and drafted plans for the Tupper Residence.

Education

Niceville High School 2003 – Present

- Honors classes in English, mathematics, science and history
- Advanced Placement (AP) classes in history, science and mathematics
- Three (3) years architectural drafting, both manual and CAD
- 3.998 cumulative GPA

Niceville Community College 2003 – Present

- Engineering Graphics 102, English 101/102, Geology 100, Calculus 135 and Engineering Physics 131
- 3.93 cumulative GPA

Activities

Niceville High School 2003 – Present

- Student Council Treasurer, Freshman, Junior and Senior years
- Member, JETS (Junior Engineering Technical Society)
- Member, SkillsUSA
- Member, Honor Society
- National Merit Finalist 2005