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Career Services

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## RESUME SAMPLES

*Preparing an effective resume is a difficult and time-consuming task. This handout contains resume examples that will help you get started. Different formats and styles are used to illustrate the various suggestions and tips contained in the handout, "Preparing Your Resume," also available through the Bellevue University Career Services Center.*

*Remember, these are intended to serve only as examples. You should modify or change as appropriate to customize your resume according to your skills, experience, education, and the job you're applying.*

*For additional guidance or assistance, contact the Career Services Center at (402) 557-7423, (800) 756-7920 ext. 7423 or [careerservices@bellevue.edu](mailto:careerservices@bellevue.edu).*

**A Word of Caution: Please don't be tempted to use one of the Resume Wizards or Templates that are available online or included in many word processing programs. They can be difficult to work with, don't allow you to present yourself in the best possible light—and employers can identify them easily. Instead, create your resume as a simple document in MS Word, like the examples included in this handout.**