

Font Styles: Times New Roman or Arial

1" margins on entire document

Font Size for Name: 14-16

CHARLES LEE CROSS

611 E. Grant
Heritage, NE 66666

(402) XXX-XXXX
ccross@rmail.com

OBJECTIVE

To obtain a position in the management of a large livestock facility.

EDUCATION

Associate of Applied Science Degree in Agribusiness

Northeast Community College, Norfolk, Nebraska May [Year]

GPA: 3.4

← Include GPA if 3.0 or higher

Relevant Courses:

Animal Science
Farm Records Management
Cow Calf Management
Agricultural Commodities Marketing

← List jobs - most recent first

EXPERIENCE

Watch verb tenses— use present tense if still at job/past tense if not.

Assistant Agricultural Manager

Rulo Custom Farms, Inc. – Heritage, Nebraska

May [Year] - Present

- Manage the farm business capital; plans the strategic direction of the farm.
- Assist with managing the financial aspects of the business by controlling income and expenses.
- Breed and raise livestock.
- Decide and advise on the kind of crops to be grown.
- Order supplies such as seed, fertilizer, feed and farm equipment.
- Observe and record livestock body weight and condition, adjusting management or feeding programs when necessary.
- Arrange for sale of animals and crops.

Font Size for Body of Resume: 11-12

Farm Hand

Johnson Farms – Bendford, Nebraska

June [Year] – May [Year]

- Cared for animals by feeding, caring for sick animals, preparing cows for milking, and operating milking equipment.
- Planted fields and harvested crops
- Drove and maintained farm machinery.
- Sorted animals according to weight, age, color, and physical condition.

ACTIVITIES & HONORS

- Young Farmers Leader
- Future Farmers of America President
- Rodeo Club
- AgriCon Scholarship, \$750 value

Get involved!
Employers like to see students who have been active on-campus and in the community.

Second page should at least have your name and page 2 or can use same heading as page 1.

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REFERENCES

Mr. Current Employer
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Ms. Former Employer
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Mr. Instructor
Title
College
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.