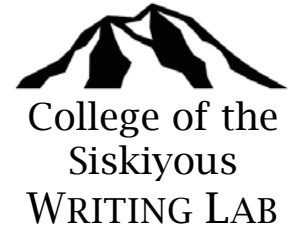


# WRITING A RÉSUMÉ



**INTRODUCTION:** A résumé is a brief document that summarizes education, employment history, and experience for a particular job. A résumé's purpose is to get an interview. It should be no shorter than one full page and no more than three pages. Bullet lists help the reader skim quickly. The persuasive quality of a résumé depends on concise writing, visual appeal, and focus on relevant information. When listing experience and education, do so in reverse chronological order.

## DAVID ALLAN TAYLOR

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**Home Address:**  
230 South Boilermaker St.  
West Lafayette, IN 47906  
(765) 555-5555

**Work Address:**  
1021 Melrose Place  
Anderson, IN 46011  
(765) 555-5555 boiler@purdue.edu

### Career Objective

A career in landscape design with emphasis on housing and real estate development

### Education

Purdue University

Bachelor of Science in Landscape Architecture  
Average 5.46 on 6.00 scale

Candidate May 2010 Grade Point

### Work Experience

**Selig Landscaping**, 123 St. Rd 36, Indianapolis, IN  
May 2010 - August 2010

- Drafted planting designs for commercial and residential projects
- Figured cost estimates for subcontractor bidding
- Installed landscape designs and plant materials

**Philip L. Stroock Residence**, 1018 N Notting Ave., Anderson, IN May 2009 - August 2009

- Drafted residential planting designs
- Installed landscape plans

**Indianapolis Museum of Art**, 123 W 1st St., Indianapolis, IN May 2008 - August 2008

- Maintained the landscape of the Lily Mansion and Art Museum
- Worked in turf maintenance, tree pruning, and shrub care

**TGZ Interiors**, 11 E 23rd St., Anderson, IN Summers 2007, 2006, 2005

- Waited on clients
- Received and priced inventory

### Honors and Activities

Sigma Lambda Alpha - Landscape Architecture Honorary Pi Alpha Xi - Horticulture  
Honorary  
Dean's List - Fall 2009, Fall 2008, Spring 2007

The above information is adapted from *Purdue OWL* 2010