RESUME WORKSHEET

Complete each section, as you want this information to appear on your resume. Be complete but brief. Do not use abbreviations unless necessary. Emphasize your accomplishments and skills that are directly related to the job you want. Use a pencil to allow for changes later. Use additional paper as needed.

OBJECTIVE

Explain what job, position or career you want:

_____

IDENTIFICATION

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: (_____)_____

Alternate Phone Number: (_____)_____

EDUCATION & TRAINING

Begin with your most recent education or training. Look for the best way to display your educational experiences; usually, that will be a listing of the *one or two* schools where you did the work, which led directly into the career you are in or the programs where you received your most important, or most impressive-sounding training.

School Name: _____

City: _____ State: _____

List degree, certificate or diploma received: _____

Major(s): _____ Minor(s): _____

Grade point average if 3.0 or higher: _____

Related activities and accomplishments: _____

School Name: _____

City: _____ State: _____

List degree, certificate or diploma received: _____

Major(s): _____ Minor(s): _____

Grade point average if 3.0 or higher: _____

Related activities and accomplishments: _____

WORK EXPERIENCE

Begin with your most recent experiences and work back in time. Spend more space to recent job(s) that are more relevant to support the job you want now. (You can list any work study, internships, and volunteer work here).

Current or Most Recent Job:

Name of Organization: _____

City: _____ State: _____

Date you started: _____ Date you ended: _____

Job Title: _____

Job Description: (Tell what you did, as clearly and exactly as you can. Emphasize results and accomplishments).

_____

_____

_____

_____

_____

_____

Next Job:

Name of Organization: _____

City: _____ State: _____

Date you started: _____ Date you ended: _____

Job Title: _____

Job Description: (Tell what you did, as clearly and exactly as you can. Emphasize results and accomplishments).

_____

_____

_____

_____

_____

_____

Next Job:
Name of Organization: _____

City: _____ State: _____

Date you started: _____ Date you ended: _____

Job Title: _____

Job Description: (Tell what you did, as clearly and exactly as you can. Emphasize results and accomplishments).

_____

_____

_____

_____

_____

_____

_____

_____

Next Job:

Name of Organization: _____

City: _____ State: _____

Date you started: _____ Date you ended: _____

Job Title: _____

Job Description: (Tell what you did, as clearly and exactly as you can. Emphasize results and accomplishments).

_____

_____

_____

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_____

_____

PERSONAL INFORMATION

Include any special skills, attributes, hobbies or other information that support your job objective but don't fit elsewhere.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

REFERENCES

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____)_____

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____)_____

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____)_____

Now that you have completed the “Resume” Worksheet, let’s summarize it by picking out the necessary information to complete the “You try it-a resume” worksheet. Summarize means to pick out information that will be beneficial towards the position(s) you are applying for. This will help you know what to type in your resume.

When you have completed the “You try it-a resume” worksheet, then go ahead and try typing it up on Microsoft Word. Sample resumes are attached at the end of the packet so you can get an idea of how to compose your resume. If you need any assistance or have questions, please feel free to ask the Student Employment Office.

You try it-a resume worksheet.

Header:
Give your name, full address, and phone number and email address.

_____
_____
_____
_____

Objective:
In one line tell what job you or position you want.

_____

Skills & Qualifications:
List skills & abilities that show you can handle this job.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Experience:
Give the years, job title, and employer's name, and the location.

_____
_____
_____
_____

Education:
Give the year of completion, award, school name, and location.

_____
_____
_____
_____

Loretta L Lierhost

SAMPLE RESUME

3330 Independence Blvd., #926
Parma Heights, OH 44144
(000) 000-0000

Profile

Experienced, degreed professional with proven skills and abilities, and excellent communication with all levels of customers, colleagues and management.

Summary of Qualifications

- Time management skills; organizing and coordinating personal schedule and instructing and assisting others with their schedule.
- Problem-solving proficiency and decision-making ability; able to draw from experience and knowledge, and apply to current situations in a timely manner.
- Excellent computer awareness and software comprehension; competent in working with several current software applications.
- Document composing, compiling and presentation; with superior grammar and comprehension of English language and vocabulary.

Computer/Equipment Skills

Windows	Ami Pro	WordPerfect	Freelance Graphics
Harvard Graphics	Lotus 1-2-3	Shorthand	Dictaphone

Employment

PROLAB, INCORPORATED 1962 to Present

International corporation that manufactures and markets cleaning supplies to [primarily] the food services industry.

Secretary to Area Mangers/Assistant Vice President-Sanford Height, MO

Secretary to District Manager-Cincinnati, OH

Secretary to Sr. Vice President-Company Headquarters, St. Paul, MI

- Composed District Secretary Procedure Manual for two divisions, kept them updated.
- Trained District Secretaries in policies, procedures and methodologies; set up offices working closely with managers.
- Assisted with pilot program for divisions, which eventually were established throughout the company.
- Coordinated and managed all aspects of three office moves; including office layout, purchasing equipment, deciding on phone system and implementing the use.

Education

OAKLAND COLLEGE; Farmingham, MO - **Associate Degree in Business Administration**

Business Technology Center-Certificates of Completion in WordPerfect, Lotus 1-2-3

Case Western Reserve University; Cleveland, OH - Nursing Program Participant

SAMPLE RESUME

380 Wellington Lane
Darien, IL XXXXX
Phone (000) 000-0000

Christine Burosek

Objective

To secure an Administrative Assistant position in an interesting field which will challenge my abilities allowing me to fully utilize my communication, organizational, and problem-solving skills

Education

June 1991 College of DuPage Glen Ellyn, IL
Associate of Applied Sciences

- Consistent Dean's List recognition G.P.A.: 3.7/4.0

Work Experience

10/90 - Present Shapiro & Lemitz, Inc. Chicago, IL
Legal Administrative Assistant

- Interview clients, open files, draft petitions and letter, and file petitions at courthouse; research legal issues and devise new angles to argue in court.
- Perform general bookkeeping functions; implemented computerized bookkeeping system.
- Verify accuracy of bills, place collection calls, and file paperwork needed for litigation when necessary; automated firm's billing system.
- Compute employee withholdings and prepare paychecks; also prepare payroll and corporate tax returns.
- Independently manage office when partners are out of town (often for weeks at a time).

Law Journal Editor/Manager

- Draft and edit the firm's law journal, Illinois Family law report, keeping abreast of changes in law. Develop marketing materials and solicit new subscriptions. Increased subscription base by 33%.
- Maintain and bill current subscription list. Discover an efficient way to manage records in-house. Respond to inquires from potential and current subscribers.

3/88 – Present Milestone Answering Service Bensvillle, IL
Supervisor

- Promoted from Assistant Supervisor in July 1993.
- Maintain previous responsibilities while training and scheduling all operators, programming new accounts and making changes to existing accounts, and handling complaints and general office problems.
- Achievements include preserving several accounts, revamping training program, and reducing employee turnover.

Professional Skills

Knowledge of WordPerfect (DOS and Windows), MS Word, Lotus, Excel, Quicken, Simple Money bookkeeping program, and Reflex database program. Typing speed: 80 wpm; experienced in Dictaphone.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at (509) 546-0400. This notice is available in alternative media by request.