**Resume Worksheet**

**Personal Information**

|  |  |
| --- | --- |
| Full Name: | |
| Address: | |
| Telephone Number: | Date of Birth: |
| Email Address: | |

|  |
| --- |
| **Job or Career Objectives: (ex. Become a graphic designer, web developer)** |
|  |

**Educational Background**

|  |  |
| --- | --- |
| School Name: | |
| School Address: | |
| Course of Study (Honors, Tech Prep, etc.): | Dates of Attendance:  *From:*  *To:* |
| Degree/Diploma Received or Grade Level Completed: | |

|  |  |
| --- | --- |
| School Name: | |
| School Address: | |
| Course of Study (Honors, Tech Prep, etc.): | Dates of Attendance:  *From:*  *To:* |
| Degree/Diploma Received or Grade Level Completed: | |

**Paid Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | | | Dates Employed:  *From:*  *To:* |
| Address: | | | |
| Telephone Number: | | Position Held: | |
| Supervisor’s Name: | | Supervisor’s Title: | |
| Duties and Responsibilities: | 1.  2.  3. | | |
| Reason for leaving: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | | | Dates Employed:  *From:*  *To:* |
| Address: | | | |
| Telephone Number: | | Position Held: | |
| Supervisor’s Name: | | Supervisor’s Title: | |
| Duties and Responsibilities: | 1.  2.  3. | | |
| Reason for leaving: | | | |

**Unpaid Work Experience**

|  |  |  |
| --- | --- | --- |
| Name of Activity or Task: | | Dates:  *From:*  *To:* |
| Organization: | | |
| Duties and Responsibilities: | 1.  2.  3. | |
| Skills and Knowledge Gained: | 1.  2.  3. | |

|  |  |  |
| --- | --- | --- |
| Name of Activity or Task: | | Dates:  *From:*  *To:* |
| Organization: | | |
| Duties and Responsibilities: | 1.  2.  3. | |
| Skills and Knowledge Gained: | 1.  2.  3. | |

**Special Interests, Activities and Achievements:**

|  |
| --- |
| Extracurricular Activities (teams, clubs, volunteer work, organizations, etc.): |
|  |
| Achievements (honors, awards, certifications received): |
|  |
| Special Interests (Ex. Photography, painting, drawing) |
|  |

**Skills, Strengths, and Abilities**

|  |
| --- |
| Technical Skills (Ex. Adobe Creative Suite, Microsoft Office): |
|  |
| Strengths (Ex. Leadership, punctuality, reliability): |
|  |
| Abilities (Ex. Second language, artistic ability) |
|  |

**References**

|  |  |  |
| --- | --- | --- |
| Name: | | Employer: |
| Job Title: | | Phone #: |
| How long has this person known you? | Relationship to you: | |

|  |  |  |
| --- | --- | --- |
| Name: | | Employer: |
| Job Title: | | Phone #: |
| How long has this person known you? | Relationship to you: | |

|  |  |  |
| --- | --- | --- |
| Name: | | Employer: |
| Job Title: | | Phone #: |
| How long has this person known you? | Relationship to you: | |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resume Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Over-all Look and Spacing   * No extra white spaces * Spacing is equal and balanced * All lines begin and end the same – no small indents – margins make sense and are consistent * There is a clear format which makes information easy to read and understand * Is crisp and clean * Professional, simple font. Boldface, underlines and italics are used to clarify information | | | Self-Check | Peer Edit | Teacher |
| Consistency   * Throughout the document, the format is the same For instance, if the date is listed first, all dates are listed first. * Fonts are the same – boldface, italics, (etc…) are used in a consistent manner | | |  |  |  |
| Spelling and Grammar   * There are no spelling errors * There are no grammar errors | | |  |  |  |
| Type of Writing – Resume format   * Uses ACTION verbs * The writing is sensible, organized, and simple * The more important topics are listed first – education and work experience. * Fonts are the same – boldface, italics, (etc…) are used in a consistent manner * More “fluffy stuff” is listed toward the end – awards, hobbies, interests, etc… * All addresses are complete – with area codes, zip codes. * Is easy to read & organized * Your own contact information is easy to read and you are easy to contact. * One page | | |  |  |  |
| Professionalism   * The objective makes sense and is attainable. * There is no slang, or references to “youth” type of activity (like “chillin with friends”) * E-mail address is professional * No references to any type of group or organization which could “type” you – give you a reputation | | |  |  |  |
| Consistency   * Throughout the document, the format is the same. For instance, if the date is listed first, all dates are listed first. * Fonts are the same – boldfacing, italicing, (etc…) are used in a consistent manner | | |  |  |  |
| This person is “hirable”   * Based on this resume, I would want to schedule an interview with this person. * There is evidence of a successful work experience * This person has accomplished something – like honors, GPA, activities, etc… - * This is an interesting person | | |  |  |  |
| 123 Street Name  City , CA 12345  Phone (805) 123-4567  **Student@yahoo.com** |

Student Name

|  |  |  |  |
| --- | --- | --- | --- |
| Objective | To obtain an entry-level position in a challenging work environment in which I can utilize my experience and skills as well as learn new skills. | | |
| Education  Awards | 2008-2012 LaLinda High School Lompoc, CA  *High School Diploma (pending)*  Scholar Letter - (Spring-Fall 2009, Spring-Fall 2010, Spring-2011)  Elk’s Student of the Month - (Spring 2010)  Perfect Attendance- (2009, 2010)  Brave of the Quarter - (2009, 2010) | | |
| Summary of Skills | * Energetic and hardworking * Physical strength and stamina * Ability to learn quickly * Dependable with perfect attendance * Knowledgeable of Word, Excel, and Windows * Leader and team oriented | | |
| Work Experience | March 2011 - Present Yogurt WOW! Lompoc, CA  ***Store Clerk***   * Cleaned and maintained work areas, equipment, and utensils. * Removed garbage and placed in refuse area * Stocked serving stations with food and utensils * Knowledge and practice of kitchen safety & sanitization of tools and food preparation areas * Worked on the cash register   June 2010 - August 2010 Sunny Days Day Care Lompoc, CA  ***Daycare Assistant***   * Cleaned and maintained work areas, equipment, and utensils. * Removed garbage and placed in refuse area * Served healthy portioned food * Knowledge and practice of kitchen safety & sanitization of tools and food preparation areas * Taught preschool level education; colors, numbers, etc. | | |
| Volunteer Experience | August 2009 - July 2010 Second Time Around Lompoc, CA  ***Store Clerk***   * Cleaned and maintained work areas, equipment, and donations * Removed garbage and placed in refuse area * Cash register | | | |
| References | Sandra Smalls  Dana Pickles  Monica Mays | Yogurt Wow! Owner  Mays High School Instructor  Early Academic Outreach Coordinator | (805)123-2456  (805)123-4567  (805)123-1234 |

**RESUME TIPS AND SUGGESTIONS**

1. Final hiring decisions are rarely based solely upon the resume. The resume is your advertisement (just like the Nike swoosh or McDonald’s arches) that will get you an interview. The resume should be a concise, factual, and positive listing of your education, employment history, and accomplishments.

2. Make sure your resume is **PERFECT!** It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine tooth comb.

3. Limit your resume to one page. Only people with a great deal of related experience should have resumes longer than one page.

4. One inch margins around the page and blank lines between sections will make all the information easier to read. Use a 10-point font size minimum and avoid overuse of italics, bold, and underlining.

5. Since you probably have little work experience, you will want to emphasize your accomplishments in and out of the classroom. Volunteer activities, hobbies, sports, honor roll, and student organizations are things that help define who you are and should be highlighted. List only recent honors and awards unless they are specifically relevant to the position for which you are applying.

6. Present your job objective in a manner that relates both to the company and the job description.

7. **Sell yourself!** Create a good first impression by highlighting skills and abilities appropriate to the position. If you don’t sell yourself, your resume will stay in the pile with all of the others. Separate yourself!

8. Tell the truth and nothing but the truth! Employers will pick up on “little” white lies when they interview you.

9 Choose your words carefully. In a resume, you need to sound positive and confident, neither too aggressive nor overly modest. Do not use “I.” Each description of your responsibilities should begin with a verb. The following words and phrases are intended as suggestions for thinking about your experience and abilities:

accomplish; achieve; analyze; adapt; balance; collaborate; coordinate; communicate; compile; conduct; contribute; complete; create; delegate direct; establish; expand; improve; implement; invent; increase; initiate; instruct; lead; organize; participate; perform; present; propose; reorganize; research; set up; supervise; support; train; travel; work (effectively, with others)

For more action verbs, refer to the list of Action Verbs to Strengthen Your Vocabulary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DECISION MAKING** | | **MANAGEMENT** | | | **CHANGES** | **PERSONNEL** |
| ACCEPT | | ADJUDICATE | | | ACTIVATE | APPRAISE |
| ACTIVATE | | ANALYZE | | | COMPARE | DISCHARGE |
| APPROVE | | ANTICIPATE | | | CREATE | EMPLOY |
| AUTHORIZE | | APPROVE | | | DESIGN | HANDLE |
| DECIDE | | DIRECT | | | ESTABLISH | INTERVIEW |
| RENDER | | ESTABLISH | | | IMPROVE | PROMOTE |
| REQUIRED | | EVALUATE | | | MAKE | RECRUIT |
| SOLVE | | EXECUTE | | | MODIFY | SCREEN |
| TERMINATE | | MANAGE | | | STIMULATE | SEEK |
| TEST | | MEET | | | UPGRADE | SELECT |
| ORGANIZE | | | | | TRAIN | |
| PLAN | | | | | TRANSFER | |
|  | | | | |  | |
| **SUPERVISION** | | **ADMINISTRATION** | | | **RESEARCH** | **PLANNING & CONTROL** |
| ADHERE | | ADMINISTER | | | ANALYZE | ACQUIRE |
| ASSESS | | ENGAGE | | | COMPILE | ALLOCATE |
| ASSIGN | | FURNISH | | | DEFINE | ASSUME |
| COUNSEL | | INSURE | | | DETERMINE | CONTROL |
| DEFINE | | JUSTIFY | | | DEVELOP | EXTEND |
| DELEGATE | | PROCESS | | | EVALUATE | FORECAST |
| DEMONSTRATE | | PROCURE | | | IDENTIFY | FORMULATE |
| DEVELOP | | PURCHASE | | | INVESTIGATE | MEASURE |
| ENCOURAGE | | RECEIVE | | | PREPARE | MONITOR |
| EXERCISE | | RECLAIM | | | PROPOSE | PLAN |
| FOSTER | | REJECT | | | RECOMMEND | PROGRESS |
| MANAGE | | REQUISITION | | | RESEARCH | SCHEDULE |
| MEET | | | SECURE | REVIEW | | |
| PARTICIPATE | | | SHIP | SUBMIT | | |
| REPORT | | | | | STORE | |
| REQUEST | | | | | SUPPLY | |
| SUPERVISE | | | | | | |
|  | | | | | | |
| **HELPING** | | **PERSONNEL** | | | **COMMUNICATION** | **EXTERNAL ACTIVITIES** |
| ARRANGE | | APPRAISE | | | CONTACT | COOPERATE |
| ASSIST | | DISCHARGE | | | CRITIQUE | COORDINATE |
| CONTRIBUTE | | EMPLOY | | | DECLARE | NEGOTIATE |
| COUNSEL | | HANDLE | | | DISPLAY | PUBLICIZE |
| GIVE | | INTERVIEW | | | INFORM | REPRESENT |
| GUIDE | | PROMOTE | | | INTERPRET | STRENGTHEN |
| INITIATE | RECRUIT | | | ISSUE | | |
| SERVE | SCREEN | | | SPEAK | | |
| SOLVE | SEEK | | | TESTIFY | | |
| SELECT | | | | | WRITE | |
| TRAIN | | | | | | |
| TRANSFER | | | | | | |

**ACTION VERBS TO STRENGTHEN YOUR RESUME**