

Career Component – Resume Assistance

First and Last Name

Street Address

City, State & Zip Code

Telephone

Email

Objective: _____

Skills and Abilities (Action Phrases, Verbs):

Education and Training:

1.) Full Name of School: _____

City, State: _____

Degree (High School Diploma): _____

(Expected) Year of Completion: _____

2.) Certifications, Honors, Awards, Etc.

Name: _____

Completion Date: _____

Name: _____

Completion Date: _____

Name: _____

Completion Date: _____

Career Component – Resume Assistance

Work Experience (Past Jobs, Volunteer Experience, Community Service, etc):

1. Employer: _____
City, State: _____
Job Title: _____
Start Date to End Date: _____

- _____
- _____
- _____

2. Employer: _____
City, State: _____
Job Title: _____
Start Date to End Date: _____

- _____
- _____
- _____

3. Employer: _____
City, State: _____
Job Title: _____
Start Date to End Date: _____

- _____
- _____
- _____

References (professional preferably but could be personal as well):

1. Name: _____ Relationship: _____

Contact Information: _____

2. Name: _____ Relationship: _____

Contact Information: _____

3. Name: _____ Relationship: _____

Contact Information: _____

Career Component – Resume Assistance

Sample Objectives

- To obtain a position where I can prove my hardworking ability and contribute to the growth of the business.
- To obtain a position where I can use my experience to benefit (Name of the company).
- To obtain a position where I can utilize my skills.
- To obtain a customer service position where I can use my skills to serve others.
- To obtain long-term employment with a company where I can contribute my hardworking ability and positive attitude.
- To obtain a position where I can utilize my skills and be of service to others.
- To obtain a position where I can use my knowledge and strengths to help others achieve goals.
- To obtain a position where I can be challenged and develop my leadership qualities.
- To obtain a position where I can utilize my experience to assist both customers and co-workers alike.
- To secure a challenging entry-level position this will enable me to apply my skills to benefit (Name of the company).
- To obtain a challenging position to gain experience in (name of skill) in a (type of work environment) work environment.
- To gain valuable work experience from the (industry) field through a (type of work environment) work environment.

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Sample Skills and Abilities List

Clerical/Computer/ Technology Literacy

- Computer Knowledge
 - 10 Key (Reverse)
 - Typing #WPM
 - Desktop
 - Microsoft Word
 - PDF
 - Publisher
 - Email
 - Power Point
 - Excel
 - Word Perfect
 - Windows 95/98/2000/XP/Vista
- Technology Operation
- Clerical Skills
- Make Appointments
- Answer Telephones/ Transfer Calls
- Sorting/ Filing: Alphabetical/Numerical
- Run Errands
- Take and Relay Messages

Food Service

- Meal Preparation
- Take Orders
- Serve Food
- Food Drink Preparation
- Operate Commercial Dishwasher
- Maintain Sanitary Workspace

Labor Work

- Lawn/Garden Maintenance
- Loading/ Unloading
- Operate Lawn Mower
- Heavy Lifting
- Dry Wall Installation
- Packaging Skills
- Assembling Products
- General Home Maintenance
- Operate Labor Equipment
- Ability to Work in Extreme Conditions

Other Languages

- Bilingual/ Multilingual
 - English/Chinese/ Hmong/
Vietnamese/ Lao/ Spanish/
Ukrainian/ Russian

Self/ Group Management Skills

- Train Employees
- Multi-Task
- Prioritizing Tasks
- Supervise Employees
- Interviewing
- Problem Solving
- Leadership Skills
- Setting Goals
- Taking Action
- Meet Deadlines
- Planning Meetings/ Events
- Organizational Skills
- Tedious (Attention to Detail)
- Decision Making
- Writing Reports
- Budgeting

Retail and Customer Service

- Friendly Customer Service
- Multi-Task
- Promoting Products and Services
- Communication Skills
- Provide Product Knowledge
- Greet Customers
- Answer Customers' Questions
- Operate Cash Register
- Restocking/ Inventory Control
- Price-Checking
- Cash Sales/ Handle Cash
- Janitorial Services
 - Mop/ Sweep/ Dust/ Clean
- Shipping/ Receiving
- Team Player
- Negotiating
- Interpret Information
- Public Speaking

Child Care / Development

- Child Care Skills
- Supervise Children
- Provide Educational Entertainment
- Basic First Aid
- Prepare Nutritional Snacks/ Meals
- Practice Safety Procedures
- Create Socializing Activities

Sample Sentences For Common Jobs

Sample sentences to describe common job duties.

Babysitter

- Provided educational entertainment to promote good learning habits.
- Created activities to promote basic social skills.
- Prepared snacks and meals that held a nutritional value.
- Practiced safety procedures and administered basic first aid.
- Supervised and interacted with young children.
- Accompanied children on walks and other outings.
- Sterilized bottles and other equipment used for feeding infants.
- Holds a passion for children's growth and development.

Yard Work/ Maintenance

- Maintained a yard/ garden with the use of a lawn mower.
- Able to quickly load/ unload heavy packages.
- Hardworking laborer with the ability to work in extreme conditions.
- Able to comprehend manuals to safely assemble products.
- Moved and stored yard equipment and material.
- Planned and executed small scale landscaping operations.

Retail Sales/ Customer Service

- Answered questions and provided product knowledge to customers.
- Greeted customers while effectively promoting new products and services.
- Kept inventor control by restocking merchandise.
- Operated cash registers and handled cash sales.
- Provided friendly customer service in a fast-paced retail environment.
- Demonstrated communication skills by interpreting and relaying information.

Food Service

- Maintained a clean and sanitary workplace.
- Served both food and drinks in a fast-paced work environment.
- Able to operate a commercial dishwasher.
- Able to take orders and prepare meals accordingly.

House Chores

- Independently capable to write out checks and budget.
- Responsibly carry out and finish given tasks within a set time frame.
- Innovative and flexible worker that can prioritize duties.
- Ability to manage time well to be productive.
- Organized and sorted recycling material.
- Prepared and cooked nutritional meals.
- Cleaned and maintained house using vacuum, broom, mop and duster.
- Sanitized dishes by both hand and machine.

Hair Styling / Braiding

- Patient listener who is detail-oriented to hair style.
- Able to interpret clients request to accurately style hair.
- Knowledgeable of hair styling equipment and products.
- Able to comfortably and stably weave all types of hair.

Sample Personal Skills List

Sample bullets describing your personal skills.

- Assertive
- Committed
- Confident
- Considerate
- Creative
- Dedicated
- Dependable
- Energetic
- Enthusiastic
- Flexible
- Friendly
- Hard-Working
- Honest
- Independent
- Innovative
- Investigative
- Loyal
- Open-Minded
- Organized
- Passionate
- Patient
- Productive
- Professionalism
- Positive
- Punctual
- Reliable
- Respectful
- Responsible
- Self-Motivated
- Strategic Thinker
- Team-Player
- Trustworthy
- Quick Learner