

LifeWorks

20S

JOHN DOE

Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel print for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA City, State
College of Design May 2011

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.93, Dean's List
- Twin cities Iron Range Scholarship

WORK EXPERIENCE:

AMERICAN EAGLE City, State
Sales Associate July 2009 - present

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

PLANET BEACH City, State
Spa Consultant Aug. 2008 - present

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handedly running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

LESSON 4

THE RESUMÉ

UNIT 4

Resumé

How you display your education and experience can make or break your chance at nailing a job interview.

What to Include

- Tailor it to each specific job you're applying for.
- Three parts to a résum 
- Skills and accomplishments
- Education
- Experience and work history
- Stick to skills and accomplishments that relate to the job you're applying for.
- Be specific and positive.
- The highest level of education you've completed should be listed.
- List additional education, certifications, and training to show employers you've worked to develop your skills.
- The experience section of your r sum  is where you can show how your past experience has prepared you for this job.
- As you grow your work history, you can cut out irrelevant job experiences.
- The worst thing you can do is misrepresent yourself on your r sum .

Resume Parts

HEADING

Include name, permanent and local addresses, e-mail address, and phone number.

OBJECTIVE

Concisely describes your immediate employment goal. It should specify the type of position you are seeking.

EDUCATION

List College or Universities that you attended and locations. Degrees and dates received with major and minor, and honors thesis title, if applicable. Include your high school on early editions of your resume.

HONORS AND AWARDS

Dean's List, honor societies, and academic awards, Principals award can be listed in a separate section.

Only include scholarships that are based on merit.

EXPERIENCE

This includes diverse experiences, both paid and unpaid:

Part-time work, Full-time work, Summer jobs, Co-op experience, Internships, Volunteer experience, Extracurricular activities.

Include: position you held, name of the organization, city and state of its location, and month and year of your involvement.

Summarize what you accomplished in each experience. Use brief phrases beginning with action verbs.

SKILLS

List computer languages and programs, knowledge of foreign languages, laboratory and research skills, analytical skills, and management skills not mentioned elsewhere.

ACTIVITIES AND INTERESTS

In order of their importance, list student organizations, professional associations, committees, and community involvement, indicating offices held. Include high school activities only if directly relevant to your objective. After activities, list interests such as music, sports, and the arts, especially if they pertain to your career interest. You may want to avoid including religious activities or those representing extreme political views.

REFERENCES

This section is optional. If included, say "available upon request."

Complete the Resume assignment I have provided for you



Worksheet Rubric



Resume Worksheet Overview

Add your information to the different parts of the resume on the following document:

Resume Sections:

2

Contact Information

Write down your contact information, including your e-mail address. Be sure your e-mail address and your answering machine messages are professional.

2

Objective

Specific job title for the job you're applying for or the functional area.

2

Summary Statement

Write your summary statement. For inspiration and relevant information, refer to job postings.

2

Education & Training

Include relevant education, as well as any training that you received in-house at a previous employer.

2

Employment Experience

Describe your skills and abilities — be as specific as possible.

2

Additional Information

Describe interests, volunteer experience, or extra curricular activities, especially those related to the position listed.



Resume Worksheet

Contact Information

Name: _____
Address: _____ City _____
State: _____ ZIP _____ E-mail: _____
Phone: (____) _____ Message Phone (____) _____

Objective

Job title: _____

Summary

Years of experience: _____
Recent/Relevant education: _____
Related skills: _____
Personal qualities: _____



Work/Classroom Experience (begin with most recent)

1. Company name: _____
Job title: _____ Start date: _____
City: _____ State: _____ End date: _____
What did you do on the job?
2. Company name: _____
Job title: _____ Start date: _____
City: _____ State: _____ End date: _____
What did you do on the job?

Education or Training/Certification

Certificate/Diploma/Degree: _____
School/Company: _____ Start date: _____
City: _____ State: _____ End date: _____
Certificate/Diploma/Degree: _____
School/Company: _____ Start date: _____
City: _____ State: _____ End date: _____

Additional Information

Interests: _____
Volunteer experience: _____
Extracurricular activities: _____
Extra curricular activities _____