LifeWorks 205

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 May 2011 College of Design Bachelor of Science in Graphic Design Cumulative GPA 3.93, Dean's List Twin cities Iron Range Scholarship WORK EXPERIENCE: City, State AMERICAN FAGLE July 2009 - present Sales Associate · 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 Aug. 2008 - present Spa Consultant · 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 <u>education</u> and <u>experience</u> 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 résumé
- Skills and accomplishments
- Education
- <u>Experience</u> and work history
- Stick to skills and accomplishments that <u>relate</u> to the job you're applying for.
- Be <u>specific</u> and positive.
- The <u>highest level</u> of education you've completed should be listed.
- List additional education, <u>certifications</u>, and training to show employers you've worked to develop your skills.
- The <u>experience</u> section of your résumé is where you can show how your past experience has prepared you for this job.
- As you grow your <u>work history</u>, you can cut out irrelevant job experiences.
- The worst thing you can do is <u>misrepresent</u> yourself on your résumé.

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.

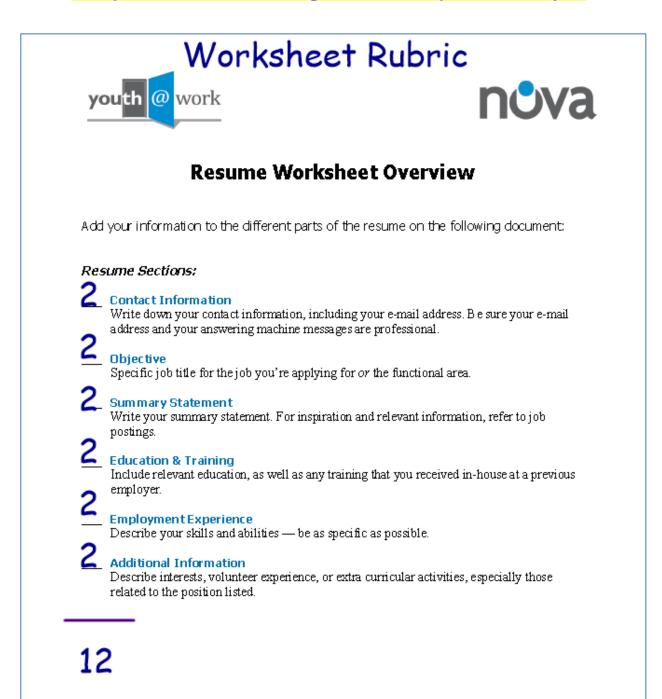
ACTIVITIES AND INTERESTS

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



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Page 2

youth@work neva	Work/Classroom Experience (begin with mo	ost recent)	
	1.Company name:		
Resume Worksheet	Job title:		Start date:
	Gty:	State:	_ End date:
Contact Information	What did you do on the job?		
Name:			
Address: City			
State: ZIP E-m ail:			
Phone: () Message Phone ()	2		
	2. Company name: Job title:		
Objective	Gty:		
Job title:	What did you do on the job?		
56 dde	what are you do on the job?		
Summary			
Years of experience:			
Recent/Relevant education:	Education or Training/Certification		
	Education of Training/Certification		
	Certificate/Diploma/Degree:		
	School/Company:		Start_date:
Related skills:	Gty:	State:	_ End date:
	Certificate/Diploma/Degree:		
	School/Company:		
	Gty:	State:	_ End date:
	Additional Information		
	Interests		
Personal qualities:	Interests:		
	Volunteer experience:		
	Extracurricular activities:		

Extra curricular activities_