

RESUME WORKSHEET

Use the resume worksheet to brainstorm and organize information for your resume.

IDENTIFYING INFORMATION	
Name	
Phone	
Email	

CAREER OBJECTIVE

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking and what experience/skills you have to offer. It should be broad enough to cover any suitable employment yet specific enough to indicate that you have a particular position in mind. You can change your career objective depending on the job you are applying for. See the sample resumes for ideas. Some questions you may want to answer are:

1. What kind of employment do you want? Internship, coop, full-time, part-time
2. What type of position do you want? Customer services, sales, etc.
3. Is there a particular industry you want to work in? Retail, hospitality, healthcare, etc.

Which objective style do you want on your resume?

Formula 1: Focus on the kind of position you want.

Example: Seeking a full-time position as an Administrative Assistant.

I am seeking a position as a	
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Formula 2: Focus on the field or industry in which you are interested in working.

Example: Seeking an entry-level position in the Healthcare field.

I am seeking a position in the		field.
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Formula 3: Focus on your skills/abilities.

Example: Seeking a position that will utilize my communication, data-entry skills, and my intense work ethic.

Seeking a position that will utilize my			and
	skills.		

Below are a few example phrases you could use for each section.

Position: This describes the level of position or the type of work you are seeking.	
Entry Level Internship First, Second, or Third Shift Part-Time	A Specific Title (Warehouse Associate) The name of a field (Administrative) Professional
Field: This describes the career field, industry, or department you seek.	
Accounting Administrative Culinary Arts Customer Service Educational Engineering Food Service Financial Truck Health and Beauty Healthcare	Human Resources Information Technology Manufacturing Marketing Mechanical Medical Sales Driving Warehouse/Industrial Welding
Skills/Experience: These are your most outstanding strengths and abilities. These can also be used in your Summary of Qualifications. See the Skills Identification Checklist for help identifying your unique and special skills.	
Data Entry Computer Skills Organizational Ability Financial Knowledge Proven Success Record Certifications Accuracy Specific Educational Results Oriented Planning Skills Specific Trade Skills	Work Ethic Problem-Solving Ability Leadership Ability Public Speaking Ability Background Innovative Ideas Logical Thinking Ability Skills Self-Starter Self-Starter Excellent Attendance Record Follows Instructions

Creativity Ability to Learn Quickly Communication Skills Persistence	Maturity Dependability People Skills Enthusiasm Observant
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EDUCATIONAL BACKGROUND

As a high school student, you will list the name of your high school and expected date of graduation on your resume. Generally, once you begin college or technical school, you can omit your high school information because it is assumed you have completed high school or obtained your GED. If you have taken, or are taking, college-level courses or vocational/technical training, you can list that first.

Name of school	
City and State of school	
Expected Graduation Date	
GPA (if above a 3.0) optional	

PART-TIME EMPLOYMENT & SUMMER JOBS

As a student, you may not have much experience directly related to your career objective. That's okay! You may have held part-time or summer jobs, and believe it or not, through those experiences, you have developed valuable transferable skills that employers like to see in applicants. It also shows that you have held a job for a certain amount of time, demonstrating your work ethic and ability to manage your time between school and work.

The top skills and qualities of the perfect candidate are:

Communication Skills (verbal & written) Interpersonal Skills Strong Work Ethic Analytical Skills	Honesty/Integrity Motivation/Initiative Teamwork Skills, Flexibility/Adaptability
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It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed above and how you developed these skills through your part-time work.

EXPERIENCE

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word (see list of action words on page ?).

EXPERIENCE 1

Name and city/state of company	
Job Title	
Date From: (Mo/YR) Date To: (Mo/YR)	Description of responsibilities and accomplishments (Write your experiences in bullet statements)
• Example: Responsible for sorting 1,000 small packages each hour of operation.	

EXPERIENCE 2

Name and city/state of company	
Job Title	
Date From: (Mo/YR) Date To: (Mo/YR)	Description of responsibilities and accomplishments (Write your experiences in bullet statements)
• Example: Responsible for sorting 1,000 small packages each hour of operation.	

EXPERIENCE 3

Name and city/state of company

Job Title

Date From: (Mo/YR)

Date To: (Mo/YR)

Description of responsibilities and accomplishments
(Write your experiences in bullet statements)

- Example: Responsible for sorting 1,000 small packages each hour of operation.

ACTION WORDS

Use action words to describe your experience and accomplishments. You should use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing. Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing.

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

OTHER INFORMATION

Merit Scholarships, awards, honors, achievements (include dates) and languages you are fluent in.
Example: Honor Roll, Fall 2002 & Spring 2003; Fluent in Spanish, Perfect Attendance Award 2003,

Co-curricular activities (sports, clubs, volunteer activities, etc.) List full name of organization, include dates, and include offices/positions you have held if applicable.

Example: Norton's Suburban Hospital, Volunteer, Summer 2003

Computer skills

Example: Proficient in Microsoft Office, including Word, Excel, and Powerpoint

RESUME WRITING TIPS

- Pay careful attention to spelling, punctuation, grammar, and style.
- Proofread your resume carefully. Also, have several other people proof read your resume.
- Organize information in a logical fashion. The Resume Worksheet can help you with your organization of material.
- Keep descriptions clear and to the point – try to stay under 12 words.
- As an associate or bachelor degree holder, you will most likely only need a one-page resume.
- Use a simple and easy to read font. We suggest Times New Roman or Arial.
- Use a good quality white or off-white bond paper.
- Include as much work experience as possible – even if it does not obviously relate to the job you are seeking. Any job has transferable skills (i.e. computer skills, writing, speaking, etc.)
- Tailor your information to the job you are seeking.
- Be honest – don't exaggerate.
- Be specific and give examples. Provide numbers (i.e. # of people supervised, amount of your operating budget, etc.) whenever possible.
- Use simple, everyday language.
- Include dates whenever appropriate (i.e. dates of employment, activities, etc.)
- Write out what acronyms stand for because an employer may not know what they mean.

REFERENCES

It is okay to write "Reference available upon request" (see sample resume). However, you need to be prepared to present concerns in the event an employer requests this information. You should schedule an extra sheet of the same high-quality paper as your resume to be used as your reference page. You should be sure to put your contact information at the top of the page, preferably using the same header as is on your resume (see example). When thinking of references, consider supervisors you have worked for and professors that you know in your discipline. Do not list friends or family as your reference. Remember, you must ask someone to serve as a reference before you can list him/her as one. Use this opportunity to network. Let your reference know that you are looking for a position the kind of position you are looking for, and ask if they have ideas on how to find one. Also, provide your reference with a copy of your resume so that he/she can speak about your qualifications when asked

Name:	Title:
Company/Institution:	Dept.:
E-mail:	Phone:
Name:	Title:
Company/Institution:	Dept.:
E-mail:	Phone:
Name:	Title:
Company/Institution:	Dept.:
E-mail:	Phone:

SAMPLE RESUME 1

Kathy McBeel
2100 McIntyre Dr.
Shepherdsville, KY 40165
502-555-5665
kmcbeel@stu.kctcs.edu

OBJECTIVE

An administrative assistant position in the social service field using my data-entry skills, organizational ability, and strong work ethic.

EDUCATION

Smart High School Louisville, KY
Graduation Date: May 2005
GPA: 3.6/4.0

COMPUTER SKILLS

Microsoft Office (Word, Excel, Access, Publisher, PowerPoint)
Microsoft Outlook
Internet Explorer

EXPERIENCE

Ride Attendant April 2003 to Present

Six Flags Kentucky Kingdom Louisville, KY

- Direct patrons of amusement park in getting on and off riding device.
- Maintain order among patrons waiting to ride device.
- Fasten patrons' safety belts and bars to prevent injuries during ride.
- Assist children and elderly patrons from ride.
- Collect tickets and cash fares.

Server/Hostess January 2001- January 2003

Applebee's Restaurant Louisville, KY

- Greeted guests, and escorted them to designated table
- Described menu specials, took orders, and delivered meals in a timely manner
- Assisted fellow servers in delivering orders to their tables, putting customer service first
- Trained new servers on restaurant policies and procedures

HONORS AND ACTIVITIES

Honor Roll 2001-Present

Students Against Destructive Decisions, Member 2003-Present

Co-Ed Y, President 2004- Present

Senior Varsity Women's Basketball Team 2003-Present

Junior Varsity Women's Basketball Team 2002-2003

REFERENCES

Available upon Request

SAMPLE RESUME 2

Jane Sassaby
P.O Box 111
Louisville, KY 40212
(502) 555-5555
sassabyj@hotmail.com

OBJECTIVE

To obtain an internship or part-time position in the banking industry utilizing my educational preparation in accounting

EDUCATION

Advanced High School, Louisville, KY
Graduation Date: May 2006
GPA: 3.5

EXPERIENCE

Cashier (9/03-Present)

McDonald's Louisville, KY

- Key in customer orders into register and prepare food tray or takeout bags accordingly.
- Serve cold drinks, using drink-dispensing machine, and frozen milk drinks and desserts, using milkshake or frozen custard machine.
- Press lids onto beverages and place beverages on serving tray or in takeout container.
- Demonstrated a positive attitude while processing customer cash and credit transactions.
- Maintain a clean and orderly eating and serving area.

Sales Associate (5/01-6/03)

Stein Mart Louisville, KY

- Assisted in the smooth and profitable operation of specialty clothing and home décor shop.
- Generated sales and maintained positive image among clients.
- Designed and constructed store displays.

COMPUTER PROFICIENCIES

Microsoft Word, Excel, PowerPoint, FrontPage, and Adobe Photoshop

HONORS AND ACTIVITIES

SADD President, 2004-Present
Dance Team, 2003-Present
Marching Band, 2003- Present
Norton Hospital Volunteer, 2004- Present
Honor Roll, 2003-2004

REFERENCES

Available upon request

SAMPLE RESUME 3

BRENT ADAMS

2522 James Dean Dr. • Covington, KY 41017 • 859-555-5555 • brent_adams@yahoohotmail.com

Objective: Seeking an entry level customer service position.

Summary:

- Precise and accurate worker with background demonstrating pride in performance and successful work accomplishment.
- Strong problem solving, organizational and communicative skills, paying particular attention to detail.
- Welcome new challenges, quickly learning new skills and procedures with excellent memory retention.

Education: Smith High School Louisville, KY
Graduation Date: May 2005

Experience: Babysitter Louisville, KY
Various Private Homes May 2000 to Present

- Attend children in a private home.
- Observe and monitor play activities and entertain children by reading
- Prepare and serve meals and baby formulas.
- Sterilize bottles and other equipment used for feeding infants.
- Dress and assist children in dressing and bathing.
- Accompany children on walks and other outings.

Skyline Chili Restaurant Louisville, KY
Waiter August 2003 to Present

- Served food to restaurant guests at counters and tables where food service was informal.
- Presented menu, answered questions and made suggestions regarding food and service.
- Wrote orders on checks, totaled bills and accepted payments.
- Ladled chili, tossed salads, portioned pies and desserts, and brewed coffee.
- Cleared and reset counters and tables.
- Assisted manager in opening and closing procedures, including cleaning store and preparing chopped vegetables for salads.

Subway Louisville, KY
Sandwich Artist May 2001 to August 2002

- Sliced cold meats and cheese by hand and machine.
- Prepared sandwiches to individual order of customers.
- Prepared garnishes for sandwiches, such as sliced tomatoes and pickles.
- Maintained cleanliness of restaurant by sweeping and mopping floor and disinfecting utensils.