

Resume Worksheet

CONTACT INFORMATION

Full Name: _____

Full Address: _____

City: _____

State: OR

Zip Code: _____

Phone Number: _____

Email Address: _____

OBJECTIVE

If you had to find a job as a high school student, where would you like to apply?:

List 2 adjectives (words that describe you).

1. _____ 2. _____
Your objective will include the adjectives and the business where you would like to work.

For example: Dependable and honest high school student seeking position with Sandwich Express

SKILLS AND ABILITIES

List 4-6 skills or abilities you have:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

EXPERIENCE

Job Title: _____

Business or Supervisor Name: _____

Duties included: _____

Dates: Starting Month/Year ____/20__ to Ending Month/Year ____/20__ (10/2014 to 5/2015) or Current

Job Title: _____

Business or Supervisor Name: _____

Duties included: _____

Dates: Starting Month/Year ____/20__ to Ending Month/Year ____/20__ (10/2014 to 5/2015) or Current

ACCOMPLISHMENTS/ACTIVITIES

List at least 2 accomplishments:

1. _____
2. _____

List at least 2 activities:

1. _____
2. _____

EDUCATION

McMinnville High School
615 NE 15th Street
McMinnville, OR 97128

Expected graduation year: 2019

Have you taken any classes at MHS that would help you get a job at the business you listed in your objective? If so, list the classes in the area below labeled Related Coursework.

Related Coursework: _____

REFERENCES

Available on request

Julia Student
1234 NE Lollipop Lane
McMinnville, Oregon 97128
Home: 503-555-2222 Cell: 971-555-1111
E-mail: juliastudent@anymail.com

Insert **YOUR** personal information here. If you don't have some info, don't include it. Use capitals and punctuation where needed

Name of business **YOU** want to work at.

OBJECTIVE

Energetic high school student with excellent attendance seeking part-time position with ABC Express

Information in the **SKILLS AND ABILITIES, EXPERIENCE, ACCOMPLISHMENTS/ACTIVITIES** and **EDUCATION** sections should be entered to balance the sheet. Some information on the right side, some on the left side of the page.

SKILLS AND ABILITIES

Include 4-6 **SKILLS AND ABILITIES** (see back for more samples).

- Bilingual (English, Spanish)
- Proficient computer skills (Word, Excel, Web Page Design, PowerPoint)
- Food Handler Card, Expires October 2012
- Ability to organize and complete projects

EXPERIENCE

Childcare

John and Jean Smith

Duties include supervising age-appropriate activities for 2 children, maintaining safe environment, preparing and serving food, maintaining naptime and bedtime routines, and straightening the house

April 2009 – Present

As Needed

Teacher Aide

Mrs. Anyone Teacher

Duties included delivering messages, recording papers, photocopying, collating and stapling materials

January – June 2011

One hour daily

Crew Member

Pizza On Earth (Joe Jones, Manager)

Duties included providing excellent customer service, training new staff members, operating cash register, preparing pizzas, and cleaning workstation, following all safety regulations

June – August 2010

McMinnville, Oregon

ACCOMPLISHMENTS/ACTIVITIES

- Action Corner (student store) *Employee of the Month* May 2011
- Volunteer for Special Olympics 2010
- Youth Group 2008-Present
- JV Softball 2010-Present
- Tennis Team (varsity) 2009
- Doernbecher Club (Raised \$25 in 2010 Penny Drive)
- Self-taught guitar player

EDUCATION

Type school information **EXACTLY** as shown.

McMinnville High School
615 NE 15th Street
McMinnville, OR 97128

Type as shown and insert your grad year. Freshmen do not have GPA's until after 1st semester grades.

Expected graduation year: 20____
Cumulative GPA: ____

Include this line **ONLY** if courses are directly related to the job in your Objective

Related Coursework: Marketing I, Accounting II, Technology in the Workplace, and Spanish II

REFERENCES

Available on request

Copy these 3 words for this section.
Type **EXACTLY** as shown.

Sample Skills/Abilities

Bilingual (list Languages)
Dedicated
Dependable
Efficient
Energetic
Flexible
Follow directions well
Hard worker
Honest
Organized
Personable
Polite manner
Positive attitude
Punctual
Quick learner
Reliable
Respectful
Self-motivated
Work well as a team member
Work well without supervision

Sample Verbs

Achieved
Advanced to
Analyzed
Arranged
Assisted
Built
Completed
Coordinated
Discovered
Established
Evaluated
Helped
Implemented
Improved
Influenced
Instructed
Investigated
Maintained
Managed
Motivated
Proposed
Reorganized
Revised
Saved
Sold
Succeeded
Supervised
Tutored

Sample Skills/Abilities (Specific)

First Aid Certified
Certified Lifeguard
Familiar with medical terminology
Have Food Handler's Card
Trained in kitchen sanitation and safety
Operate dishwasher
Operate commercial oven
Experience with Word, Excel, PowerPoint
Trained in typing and word processing
Skilled in ten-key
Experience with multi-line phones, fax, and copier
Greeted and assisted customers
Familiar with basic mechanical tools
Familiar with mechanical terminology
Experience with changing oil of vehicles
Repaired and changed tires
Detailed interior and exterior of vehicles

Sample Adverbs and Adjectives

Accurate
Competent
Creative
Dedicated
Dependable
Exceptional
Expert
Experienced
High-level
Honest
Imaginative
Improved
Outstanding
Reliable
Respected
Responsible
Successful
Tactful
Talented
Trained