



# RESUME WORKSHEET

**HEADING:** The heading of your resume is where you will have your personal information for potential employers to contact you. Make sure all information is current and professional, this means your email addresses and outgoing phone messages.

Name (first and last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address:  
\_\_\_\_\_

**OBJECTIVE:** Write a short, targeted statement that clearly outlines your job/career direction/goals with the company.

*Example: Seeking an opportunity as a retail associate for Target where I can demonstrate the skills I have gained through education and experience to better the company and myself.*

\_\_\_\_\_  
\_\_\_\_\_

**SKILLS & ABILITIES:** Provide a list of your skills, abilities, competencies, and trainings that you want the employer to know about yourself.

*Example*

- *Well organized*
- *Strong communications skills*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EDUCATION: List diplomas/degrees by name that you have completed or that are in progress and keep them in date order ((starting with your most recent).**

*Examples:*

*Associate in Science / Imperial Valley College – Imperial, CA | May 2017*

*High School Diploma | Somewhere High School – Anywhere, CA | May 2017*

**Degree (Completed or In Progress):** \_\_\_\_\_

**High School or College Attended:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Graduation Month & Year:** \_\_\_\_\_

**Degree (Completed or In Progress):** \_\_\_\_\_

**High School or College Attended:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Graduation Month & Year:** \_\_\_\_\_

**Degree (Completed or In Progress):** \_\_\_\_\_

**High School or College Attended:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Graduation Month & Year:** \_\_\_\_\_

**WORK EXPERIENCE:** List in chronological order the jobs/positions you have held (starting with your most recent job/position). Include employers, locations (city, state), job titles, job duties/description and dates (example: May 2016 to February 2017).

Example:

*Team Leader/Crew Member | Cold Stone Creamery | El Centro, CA | July 2014 to Present*

- *Greet guests and suggestively sell and fill food and beverage orders*
- *Handle cash, credit card, travelers' checks, and discount transactions with the assistance of a POS (Point of Sale) register*
- *Verify a starting bank and complete a daily audit report when balancing the drawer at the end of the shift*
- *Ensure extraordinary guest service by providing positive interactions with guests in a friendly and courteous manner*
- *Understand and actively participate in Environmental, Health & Safety responsibilities*
- *Mix custom ice cream creations, shakes*
- *Bake, assemble and decorate cakes*
- *Replenish condiment stands, straighten chairs and tables, and maintain a clean, sanitize food service area by picking up litter and follow established cleaning procedures.*

**Employer:** \_\_\_\_\_

**Location (City, State):** \_\_\_\_\_

**Month/Year Started - Month/Year Ended:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Job Duties/Description:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Location (City, State):** \_\_\_\_\_

**Month/Year Started - Month/Year Ended:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Job Duties/Description:**

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**Employer:** \_\_\_\_\_

**Location (City,State):** \_\_\_\_\_

**Month/Year Started - Month/Year Ended:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Job Duties/Description:**

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**COMMUNITY SERVICE/VOLUNTEER WORK: List in chronological order any community service or volunteer work you have done (starting with your most recent). Include the organization you worked with, locations (city, state), job duties/description and dates (example: May 2016 to February 2017).**

*Example:*

*Salvation Army Thrift Store Volunteer | El Centro, CA | August 2016 to Present*

- Process raw materials by unloading, sorting, packing, storing, loading and baling the donations.*
- Select donations for store distribution meeting established standards of quality and distinguishing between discarded and good quality merchandise according to company standards*
- Assist with sorting of donated goods or small appliance clean and repair*
- Provide customers and donors with courteous and diplomatic service*
- Perform other duties as assigned*

**Organization:** \_\_\_\_\_

**Location (City,State):** \_\_\_\_\_

**Month/Year Started - Month/Year Ended:** \_\_\_\_\_

**Job Duties/Description:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Location (City,State):** \_\_\_\_\_

**Month/Year Started - Month/Year Ended:** \_\_\_\_\_

**Job Duties/Description:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES/CLUBS: List activities you are involved in at school and outside of school.**

Example:

- *Extracurricular Activities: Imperial Valley College Tennis Team*
- *Clubs/Student Associations: Associated Student Government - Imperial Valley College*

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**CERTIFICATIONS/TRAININGS: List any certificates/trainings (include agency where you received you have received that is relevant to the job you are applying for.**

Example:

- *CPR Certified, American Heart Association, June 2022*

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*If you have any questions, please feel free to stop by the IVC Career Services Center, Building 1600, Room 1601. Office Hours Monday-Friday; 8am-5pm.*