

RÉSUMÉ ASSISTANCE

2013

RÉSUMÉ WORKSHEET

Name _____ Phone _____ Cell _____ E mail: _____

Address _____ City, State, Zip _____

OBJECTIVE/JOB TITLE

What position or job title are you applying for with this resume? Example: **SALES EXECUTIVE / COMMUNITY SERVICES DIRECTOR**

SPECIALIZED SKILLS

This section identifies specific key skills, qualifications, and intangible values in your field of expertise. Listed skills must be relevant to the position you are applying for and further answer the question, "Why should I hire you?"
Some examples: Supervision/Team Management, OSHA Safety Regulations, Troubleshooting/Problem Solving, Analytical Skills, Vendor Relations, Contract Negotiations, Project Management, Quality Assurance, Eye for Detail, Customer Service, Certified Forklift Operation, **Computer Skills:** MS Office , Peachtree Accounting, AS400, Internet Explorer, Type 100 WPM, etc.

EXPERIENCE

Fill out this section beginning with most recent position and include as many jobs as you feel necessary to portray your skills and reflect your primary job history. Keep in mind that if you are trying to switch careers, you may need to sell previous skills more than your recent ones.

Dates of Employment: From _____ to _____

Company Name _____ City, State _____ Job Title _____

Write at least 5 short sentences describing your job responsibilities (Was responsible for managing a team of 10 sales agents) or (Managed a team of agents responsible for increasing sales by 25% in first year; 47% during tenure)

Dates of Employment: From _____ to _____

Company Name _____ City, State _____ Job Title _____

- Write at least 5 short sentences describing your job responsibilities (Was responsible for managing a team of 10 sales agents) or (Managed a team of agents responsible for increasing sales by 25% in first year; 47% during tenure)

Dates of Employment: From _____ to _____

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- Write at least 5 short sentences describing your job responsibilities (Was responsible for managing a team of 10 sales agents) or (Managed a team of agents responsible for increasing sales by 25% in first year; 47% during tenure)

EDUCATION/TRAINING

List ALL Education including professional/skills development courses you attended during your career. Include those that your employer sent you to.

High School _____ City, State _____
Graduation Year: _____

GED: Institution obtained from: _____
Location: City, State _____ Year _____

College _____ City, State _____

Degree _____ Year of Graduation _____

Institution (College, VoTech, Company) _____ City/State _____
Course Taken _____ Year _____

Institution (College, VoTech, Company) _____ City/State _____
Course Taken _____ Year _____

OTHER: _____

CERTIFICATIONS

COMMUNITY AND PROFESSIONAL AFFILIATIONS; VOLUNTEER ACTIVITIES

WHY SHOULD THEY HIRE YOU? – For your Cover Letter

This is your Value Message.....if you hire ME, this is what I will bring to the table and what I can do for you. For example:
15 Years Experience. Have a great understanding of market shares – even increasing them significantly since I was employed here. I am also excellent in doing whatever I have to do to exceed bottom line profit goals set by our company.
OR *Highly Successful Executive willing to transfer skills to community service agency. Material Handler with 10+ years expertise in inventory control.*

