

Resumé Packet

*Instructions and materials included

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Resume' Packet Instructions

1. Fill out the top section of the resume' template with your name, address, telephone, number, and e-mail address (optional)
2. If one chooses, they may write an objective on their resume'. The Objective is the clearly defined purpose of the resume'. The objective might be as simple as "Full-Time Employment". It might be more specific such as including the position or type of work a person intends on obtaining such as "Full-Time Line Cook Position". The objective could also be fancy and state something such as, "To obtain a full-time position with the opportunity to utilize my skills and experience."
3. Next, choose eight (8) skills from the Transferable Skills list. After choosing 8 skills please write them in the skills section on the resume' template. Capitalize each skill and put a comma between each skill as well.
4. Work History is next. In this section there is space provided for information from two jobs. On the top line write down the name of the position, to the right of that the client will write down the name of the company/outfit or person for whom they worked. To the right of the company name the client will write down the year or years that they held the job. Below are two examples:

Dishwasher/Busser, Wild River Pizza, 2011-2016
or
Roofer, Blesser Built Roofing, 2012
5. The next part of the Work History section is labeled with numbers 1, 2, and 3. This is the space where a client may write down three (3) specific job duties for each position/job that they choose to list. There are two pages of examples of job duties that may be referenced.
6. The final section of the resume' template is the Education/Certification section. In this section each client will list any current valid certifications that they hold. These might include the Food Handlers Card, National Career Readiness Certificate (NCRC), and Flaggers Certification. If a client possesses a G.E.D., high school diploma, or any type of college degree they should list these at the top of the Education/Certification section.

Transferable Skills

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Adaptable	Customer service skills	Research skills
Cooperative	Care-giving skills	Financial skills
Helpful	Analytical / logical thinking skills	Language skills
Follow Instructions	Critical thinking skills	Advanced computer skills
Listening	Creative thinking skills	Technological skills
Reliable	Problem-solving skills	Performing skills
Dependable	Decision-making skills	Artistic skills
Honest	Planning skills	Perceptual skills
Positive Attitude	Organizational skills	Mechanical skills
Leadership	Willing to Learn	Adaptability skills
Interpersonal Communication	Manage Time	Administrative /Clerical skills
Attention to Detail	Punctual	Self-Motivated
Productive	Mediation	Negotiation
Consistent	Efficient	Delegation
Humble	Meet Deadlines	Ambitious
Self- Motivated	Organized	Competitive
		Decisive

Full Name

Address

Phone

Email address

Objectives

Skills

Work History

Job/Position **Company** **Year(s) Worked**

Duties 1. _____
 2. _____
 3. _____

Job/Position **Company** **Year(s) Worked**

Duties 1. _____
 2. _____
 3. _____

Job/Position **Company** **Year(s) Worked**

Duties 1. _____
 2. _____
 3. _____

Education/Certifications

Todd Shaw

2641 Skyline Blvd.

Central Point, OR 97502

(541) 758-9186

Objective: Full-Time Employment

Skills: Dependable, Willing to Learn, Attention to Detail, Positive Attitude, Self-Motivated

Work History

Shift Lead, Betty Sue's Diner, 2017-Present

- Design and implement all employee schedules
- Ensure accurately balanced till at the completion of each shift
- Monitor and maintain food supply inventory including ordering and stocking

Laborer, RD Appliances, 2006-2017

- Loading and unloading appliances
- Refurbishing appliances to resell
- Transporting and delivering appliances
- Accurately handle cash transactions
- Offer consistently positive customer service interactions

Mechanic, Privately Owned Auto Shop, 2012-2013

- Repaired car motors
- Tore down and rebuilt motors
- Ordered and installed engine parts
- Monitored and maintained cleanliness of shop

Education and Certification

Graduated from Butte Falls High School, 2009

Certified Forklift Operator