

# Résumé Packet

Instructions and Template Included



# Résumé Packet Instructions

1. Fill out the top section of the résumé template with your name, address, telephone, number, and e-mail address (optional)
2. If one chooses, they may write an objective on their résumé. 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 résumé 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 three jobs. On the topline write down the name of the position, to the right of that the client will write down the name of the company/business or person for whom they worked. To the right of the company name the client will write down the calendar year or years (i.e., 2020-2021) that they held the job. Below are two examples:

Dishwasher/Busser, Wild River Pizza, 2011-2016

or

Roofer, Blessor 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 résumé 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 or certificate they should list these at the top of the Education/Certification section.

# Transferable Skills

**Adaptable**

**Cooperative**

**Helpful**

**Follow Instructions**

**Listening**

**Reliable**

**Dependable**

**Honest**

**Positive Attitude**

**Leadership**

**Interpersonal Communication**

**Attention to Detail**

**Productive**

**Consistent**

**Humble**

**Self- Motivated**

**Customer service skills**

**Care-giving skills**

**Analytical / logical thinking skills**

**Critical thinking skills**

**Creative thinking skills**

**Problem-solving skills**

**Decision-making skills**

**Planning skills**

**Organizational skills**

**Willing to Learn**

**Manage Time**

**Punctual**

**Mediation**

**Efficient Meet**

**Deadlines**

**Organized**

**Research skills**

**Financial skills**

**Language skills**

**Advanced computer skills**

**Technological skills**

**Performing skills**

**Artistic skills**

**Perceptual skills**

**Mechanical skills**

**Adaptability skills**

**Administrative /Clerical skills**

**Self-Motivated**

**Negotiation**

**Delegation**

**Ambitious**

**Competitive**

**Decisive**



**Full Name**

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**Address**

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Phone

Email address

**Objectives**

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**Skills**

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**Work History**

Example: 2020-2022

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

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**Duties** 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

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

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**Duties** 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

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

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**Duties** 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

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**Education/Certifications**

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## **Keith Thornton**

4213 Foothill Blvd.

Central Point, OR 97502

(971) 555-9281

**Objective:** Full-Time Employment

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

### **Work History**

*Shift Lead, Jerry's Diner, 2023-Present*

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

*Laborer, Dante's Inferno Appliances, 2010-2016*

- Loaded and unloaded appliances
- Refurbished appliances to resell
- Transported, delivered, and installed appliances
- Accurately handled cash and credit transactions
- Offered consistently positive customer service interactions

*Mechanic, Spencer's Stupendous Rides, 2012-2015*

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

### **Education and Certification**

Graduated from Phoenix High School, 2012

Certified Forklift Operator

Oregon Food Handler's Card valid through 2029

First Aid/CPR/AED Certification