

# STUDENT NAME

Your street address • Your City, State ZIP • 360-692-0000  
Email Address

---Use **YOUR** information---  
Type in your name, mailing address, phone number, and email address, if it is appropriate for business.

## OBJECTIVE

Seeking a position as a **Sales Associate** at the Silverdale **JC Penney**

## EXPERIENCE

**Starbucks Coffee**, Silverdale, WA 98383 -360-613-9747  
Barista, July 2007 to present  
Responsibilities include assisting customers with menu selection, opening shop, balancing the till, and closing at end of the day

**Susan Smith, (Private Individual)**, Silverdale, WA 98383 –  
*Child Care Provider, July 2006 to present*  
Responsibilities include supervising and entertaining children and assisting with educational development.

**Central Kitsap High School**, Silverdale, WA 98383 – 360-666-6666  
*Office Assistant, September 2007 to January 2008*  
Responsibilities included answering telephones, taking and delivering mail, photocopying, delivering student passes, and folding newsletters

**Kitsap Humane Society**, Bremerton, WA 98312 – 360-692-6666  
*Volunteer, February 2007 to September 2007*  
Responsibilities included feeding, walking, and grooming animals at kennels. [www.kitsaphumane.org](http://www.kitsaphumane.org)

Use the Work Experience examples listed to add your own Work Experience.

Experience can include volunteer positions.

**DELETE THIS TEXT BOX WHEN YOU FINISH THIS SECTION**

### **Experience must include:**

Name of company or individual you worked for  
City, State Zip  
Job Title,  
Dates you worked

### **Recommended Information:**

Street Address  
Supervisor's name  
Phone Number

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## EDUCATION

Central Kitsap High School, Silverdale, WA 98383 -- 360-666-6666  
*Will graduate in June of 2009*

Activities: Speech and Debate; Teen Mentor; Spanish Honor Society

Awards: Letter in Debate; 4<sup>th</sup> Place at State Mock Trial Competition

Classes of Interest: Spanish; Speech and Debate; Drama; Psychology; Government; Calligraphy and Expository Writing

- Change Graduation year, if necessary.
- Edit the Activities (do not need to be school related – Scouts, 4H, )
- Edit Awards (academic, attendance, sports, competitions, Honor Society, etc.)
- Edit Classes of Interest.

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## SKILLS

- Good telephone and communication skills.
- Keyboarding at 45 wpm and 10-key skills.
- Basic knowledge of Windows, Word, Excel, Power Point
- Three years of Spanish.
- Dependable, hardworking and trustworthy.
- Responsible, punctual and task oriented.
- Friendly and outgoing with a great sense of humor.
- Work well as a team player and independently.
- Great leadership skills.
- Cash Register operation skills

- Review the list of skills.
- Delete the skills that do not apply to you.
- Add skills you have learned

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## REFERENCES

First Name Last Name, Street Address, City, State ZIP  
360-692-0000. Email Address: ?????@?????.???

First Name Last Name, Street Address, City, State ZIP  
360-692-0000. Email Address: ?????@?????.???

First Name Last Name, Street Address, City, State ZIP  
360-692-0000. Email Address: ?????@?????.???

- You **MUST** have at least THREE people
- who are at least 23 years old,
- who have known you for one year or more
- who are **NOT** a relative
- who do **NOT** live at the same mailing address as you.

**Use this link to look up addresses:**

[http://www.yellowbook.com/#\\_businessSearch](http://www.yellowbook.com/#_businessSearch)  
Form <http://www.whitepages.com>

[HS&B-Link--CKHS Staff-List of Names](#)

**DELETE THIS TEXT BOX WHEN YOU FINISH THIS SECTION**

# Resume Check List

Please check your resume to make sure you have all of these components

- Your personal address is not complete -- must include: street number, City, State, Zip
- Email address is not appropriate for business
- Add Email Address! Make sure it is appropriate for business purposes.
- Job Objective is not complete. Must be a specific job title and company. (If you had to go apply for a job somewhere this week, what business would you go to?)
- All Work Experiences listed need to be in same format, listed in the same order.
- Work Experience information is not complete. You are missing information.
- Work Experience needs name of business or person you worked for.
- Work Experience needs job title.
- Work Experience needs address (City , State, Zip)
- Work Experience needs phone number
- Work Experience needs dates you worked (Month-Year to Month Year)
- Work Experience must be in correct order – most recent first (job you are doing or just left is first on top of list)
- Work Experience needs “Responsibilities include .....” statement.
- Education must have Name of School
- Education section must have City, State, Zip
- Education – Date of Graduation - June 200?
- Education - You need to add activities / awards / classes of interest section
- Complete the Skills section of your resume
- References – You must have 3 references.
- References – Needs to be completed.
- References -- Must have addresses (street number, City, State, Zip).
- References -- Must have phone numbers.
- References can have email address added if they have one
- Punctuation needs to be edited (periods, colons, semi colons, etc. Proper names need first letter capitalized)
- You have words that need spaces between them.
- Your line spacing runs together.
- Your line spacing is too far apart.
- Please print this and come see me ASAP in the Career Center!
- Check Your Winword file for other style resume that was dropped into it.