



WRITE YOUR RESUME

STEP 1: START WITH YOUR PERSONAL INFORMATION.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

STEP 2: CHOOSE A TARGET JOB.

Job you are applying for _____

STEP 3: BRAINSTORM NECESSARY SKILLS FOR TARGET JOB.

Carefully read the job description and make a list of skills required for the job. These may include qualities such as computer or technical skills, communication or interpersonal skills.

Examples:

- Bilingual - English or Spanish
- Equally effective working in self-managed projects and as member of a team
- Completed Medical Assistant Certificate program
- Excellent computer skills
- Retail sales experience
- Phone and reception experience
- Must enjoy working with people
- Taking and preparing customer orders
- Making customer appointments
- Maintaining inventory
- Cleaning sales and reception area
- General office skills

STEP 4: LIST SKILLS NEEDED FOR TARGET JOB.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

WRITE YOUR RESUME (CONT.)

STEP 5: WORK HISTORY

Latest Job

Dates of Employment: _____

Company Name: _____

City, State: _____

Position: _____

Duties Include: _____

Prior Job

Dates of Employment: _____

Company Name: _____

City, State: _____

Position: _____

Duties Include: _____

Prior Job

Dates of Employment: _____

Company Name: _____

City, State: _____

Position: _____

Duties Include: _____

STEP 6: EDUCATION AND TRAINING

List your most recent education or training first. Include name and location of institution, dates of attendance and degree/ certificate or coursework. You may also include coursework related to your Target Job.

Example:

Cuesta College, San Luis Obispo, CA
AA General Studies, May 2003

Education / Certificates
