

YOUR NAME

Complete Street Address (Avoid Abbreviations)

City, State Zip Code

Home Phone (360) 123-4567 Cell Phone (360) 123-4567

Email Address

Note: consider the appropriateness of your email address when deciding whether to include it on your resume or not.

JOB OBJECTIVE

Seeking part-time work in retail sales while completing high school.

EDUCATION

Tumwater High School, 700 Israel Road SW, Tumwater, WA 98501, (360) 709-7600.

Expected Graduation Date--June 2023.

SKILLS

- Excellent computer skills with Microsoft® Word, Excel, PowerPoint, and Publisher
- Keyboarding words per minute: 55
- Good customer service
- Ability to solve problems, work in a team, and get a job done

ACTIVITIES AND ACHIEVEMENTS

- Future Business Leaders of America (FBLA), Tumwater High School, September 2019-20
- Lettered in Track, Tumwater High School, Spring 2022 and 2023
- Business Department Student of the Month, Tumwater High School, February 2020

WORK EXPERIENCE

Salesperson. Red Rose Flower Shop, 2342 Capitol Boulevard, Tumwater, WA 98501, (360) 586-8900. Supervisor: John Smith. Duties: Listen to customer needs, calculate estimates, and dispatch orders. June 2021-Present.

Babysitting. Duties: Cared for children ages 3 to 8 years old. Summers 2020-2022.

VOLUNTEER EXPERIENCE

Game-Booth Operator. Boys and Girls Club. Duties: ran games, supervised activities, and worked in haunted house. October 2019.

Child Care. Duties: served food, supervised children, and cleaned up rooms. December 2020 and February - March 2022.

REFERENCES

Mr. John Doe, Math Teacher, Tumwater High School, 700 Israel Road, Tumwater, WA 98501, (360) 709-7600.

Ms. Jane Doe, Piano Instructor, My Piano Studio, 555 Some Street SE, Olympia, WA 98513, (360) 555-5555.

Ms. Janet Smith, Science Teacher, Bush Middle School, 8320 Center Street, Tumwater, WA 98408, (360) 752-8878.

PLEASE create your résumé using the following directions and format.

You will be asked to correct your résumé if it does not follow this format, has spelling errors, or is not complete, so please, save yourself the frustration and do it accurately the first time.

Tips for Resume Writing

- You may have a double-sided résumé, but not a two page résumé. Photocopy/print front to back, not two pages.
- Do not break up information in a Section between pages. All information under a Section must be on the same page.
- Spell Check
- Do not include information regarding age, gender, marital status, weight, height.
- Be truthful about the information you provide on a resume.
- Follow the format and examples listed below. Space bar once after a comma and semicolon. Space bar once or twice after a colon and period (end of sentence). Just be consistent.
- Avoid abbreviations (i.e. Spell out street, road, drive, lane, etc) and acronyms whenever possible. Use SW, NW, etc. rather than spelling them out. Use WA rather than spelling out Washington.
- List your activities, work experience, and volunteer experience in reverse chronological order. List most recent first.

For the Education, Skills, Activities and Awards Sections of your Résumé

Follow the format shown below for each section and copy this on your personal résumé.

EDUCATION

Include schools attended, listing your current school first. Follow the format listed below.

Examples:

Tumwater High School, 700 Israel Road SW, Tumwater, WA 98501, (360) 709-7600.

Expected Graduation Date—June 2023.

New Market Skills Center, Automotive Technology, 7299 New Market Street SW, Olympia, WA 98501, (360) 570-4500.

South Puget Sound Community College, Running Start, 2011 Mottman Road SW, Tumwater, WA 98512, (360) 754-7711.

SKILLS

Include specific skills you have. If you are applying for a job, list skills that pertain to the job; however, for a generic résumé, list all skills. Use descriptive words. See the back page “Naming Your Skills” list for examples. Bullet your list.

Examples:

- Excellent computer skills with Microsoft Word, Excel, PowerPoint, Access, FrontPage, Publisher
- Proficient with Microsoft Word and PowerPoint
- Can operate a digital camera and scanner
- Proficient with Visual Studio and C++ Programming
- Keyboarding words per minute: 55
- Excellent customer service skills
- Can operate a fax, copy machine, cash register
- CPR & First Aid Certificate, Valid through August 2023
- Food Handler's Permit, Thurston County, Expires September 2023
- Proficient with most carpenter tools

ACTIVITIES AND AWARDS

You may include awards, and special recognition. Follow the format in the examples.

Examples:

- Thurston County Search and Rescue, April 2022-Present.
 - Church Choir, December 2020-Present.
 - Future Business Leaders of America (FBLA), Tumwater High School, Fall 2022-Present.
 - Business Department Student of the Month, Tumwater High School, February 2021.
 - ASB President, Tumwater High School, September 2022-June 2023.
 - Varsity Basketball Team, Tumwater High School, November 2021-March 2023.
 - Olympia Chapter Young Life, January 2019-Present.
 - Lettered in Track, Tumwater High School, Spring 2020 and 2021.
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For the Work Experience, Volunteer Experience, and Reference Sections of your Résumé

Follow the format shown below for each section and copy this on your personal résumé.

WORK EXPERIENCE

This includes paid employment. Begin with your most recent job listed first. Follow the format listed in the examples.

Examples:

Carpenter Trainee. XYZ Construction, 876 Power Street, Olympia, WA 98512, (360) 345-6789. Supervisor: John Davis. Duties: Used miter saw, table saw, drill, and a variety of other tools to prepare and install baseboard. February 2022-January 2023.

Crew Member. McDonalds, 123 Arch Way, Tumwater, WA 98501, (360) 123-4567. Supervisor: Gayle Jones. Duties: Prepared food, greeted customers, operated the cash register, and cleaned. March 2020-January 2021.

Washington State Legislative Page. Duties: Delivered bills and documents to legislative representatives, answered and delivered telephone messages, received and delivered fax messages, and assisted in house legislative meetings. January 2020.

Babysitting. Duties: Cared for children ages 3 to 8 years old. Summers 2019-2020.

VOLUNTEER EXPERIENCE

Includes things you have done for free. Follow the format listed in the examples.

Examples:

Littlerock Elementary Winter Festival. Duties: Painted faces in a booth. November 2019.

Concessionaire. Duties: Greeted customers, prepared food, and collected money at Tumwater High School basketball games. February 2022-March 2022.

Bread & Roses. Duties: Served food for the homeless on Thursday afternoons. Summer 2021.

Thurston County Food Bank. Duties: Collected, sorted and distributed food to those in need. December 2021.

Tumwater Fire Department. Duties: Cleaned the station and assisted the firefighters as needed one Saturday a month. July 2022.

CHARACTER REFERENCES

You should list three people NOT RELATED TO YOU who know about your character. Ask permission to use them on your résumé. Each reference should include: name, address, city, state, zip, and telephone number. References could be adult friends of the family, teachers, coaches, advisors, counselors. Employer's information is included in the work experience section and is not necessary in this section. Follow the format listed in the examples.

Examples:

John Hawkins, 2342 Capitol Way, Tumwater, WA 98501, (360) 352-4567. (Example of home address.)

Ryan Kim, 4456 Sheridan Drive NW, Olympia, WA 98512, (360) 765-5432. (Example of home address.)

Sharon Smith, English Teacher, Tumwater High School, 700 Israel Road SW, Tumwater, WA 98501, (360) 709-7600. (Example of teacher address.)

**A résumé provides an 80% better chance of
securing the position if prepared well.**

Naming Your Skills

Use verbs like the following when filling out your application, writing your résumé, or interviewing. Use the following list of verbs to put “life” into your skills.

Leadership Skills

Administered
Analyzed
Assigned
Chaired
Coordinated
Decided
Delegated
Developed
Directed
Established
Generated
Handled
Initiated
Led
Motivated
Organized
Planned
Supervised

Communication/People Skills

Collaborated
Communicated
Consulted
Directed
Discussed
Expressed
Influenced
Interacted
Interpreted
Joined
Listened
Negotiated
Observed
Participated
Promoted
Proposed
Recruited
Summarized

Organizational Skills

Arranged
Categorized
Charted
Collected
Compiled
Corrected
Distributed
Filed
Generated
Maintained
Operated
Ordered
Organized
Prepared
Purchased
Reserved
Responded
Updated

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Constructed
Debugged
Designed
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Repaired
Restored
Utilized

Manual Skills

Assembled
Banded
Bound
Controlled
Cut
Drilled
Drove
Fed
Handled
Lifted
Moved
Operated
Pulled
Set-Up
Shipped
Tended

Helping Skills

Aided
Answered
Arranged
Assisted
Clarified
Coached
Contributed
Cooperated
Counseled
Demonstrated
Encouraged
Facilitated
Guided
Helped
Motivated
Provided
Volunteered

Research Skills

Analyzed
Clarified
Compared
Detected
Determined
Diagnosed
Evaluated
Examined
Explored
Gathered
Inspected
Interviewed
Investigated
Located
Measured
Organized
Solved

Creative Skills

Acted
Composed
Conceptualized
Created
Designed
Developed
Directed
Drew
Entertained
Fashioned
Generated
Initiated
Integrated
Introduced
Invented
Painted
Shaped
