

# JOHN SMITH

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## Heading:

Your first and last name should be distinct from the rest of your resume. Your heading should include your address, professional email, and phone number.

## EDUCATION

### Pueblo High School

- Graduation: May 2020
- Weighted GPA: 4.7/5.0

## Education:

Include the name of the high school location, anticipated graduation date, and GPA (if it is above a 3.0 on a 4.0 scale). If you have taken more than 6 credit hours at a college/university, include the institution.

## WORK EXPERIENCE

### Wendy's

#### Customer Service Representative

- Ensure positive customer experience, place individual orders, and cashier purchases
- Replenish supplies and condiments and maintain inventory
- Complete final stages of food preparation and deliver orders to customer
- Maintain cleanliness in food services areas and throughout the food service area

## Work Experience:

Include name of company, dates worked, job title(s), and job duties.

### Food Service Employee

- Participate in various stages of food preparation assembly line
- Facilitate in frying, and preparing food for timely delivery to customer
- Stock items to maintain accurate supplies required for food line preparation

Job duties and tasks should provide short, detailed explanations of your position. Never use personal pronouns and ensure all of your verbs are descriptive. "Cashiered purchases" rather than "Took money from customers". For verb examples and suggestions, see back of handout

### JCPenney

#### Sales Associate

- Provide exceptional customer service to patrons within the store
- Assist guests with locating merchandise
- Organize products on the floor, cashier purchases, and handle money
- Maintain an organized and professional environment for all customers

If you no longer work at the company, your job descriptions should be in past tense.

### Mineral Palace Pool- Seasonal

#### Lifeguard

- Maintained surveillance of children and adults in the facility.
- Acted immediately and appropriately to secure safety of patrons in the event of an emergency
- Provided emergency care as required until the arrival of emergency medical services

## Activities & Community Service:

## ACTIVITIES

Soccer—Team Captain

Choir— Le Jongleurs

Young Life—Wyldlife Leader

Swim Team

Choir—

Student

Include name of club/organization, dates participated, hours served (if applicable), and add description of activities, if necessary.

## COMMUNITY SERVICE

### Building Blocks Learning Center—320 hours served

- Supervised children and provided homework assistance
- Worked to create a fun learning environment for children from various backgrounds
- Ensured productive, respectful, and encouraging environment for all children

Include if you served in a leadership position. These two sections have several different formats. Community service doesn't always need a description...design a resume that best fits you. Keep in mind, your resume may need to be adapted for various scholarships/jobs.

### American Legion—356 hours served

- Helped serve food and prepared for children's holiday parties
- Attended meetings to discuss issues
- Participated as Vice President in Junior Auxiliary at department level

2014-2019

## HONORS AND AWARDS

Academic Letter: 7 Semesters

Monthly Student Rotarian Program

Outstanding Junior Achievement Award

## Honors, Awards, & Skills:

If you have received any honors or awards, include the name of the award and date received.

If this section does not apply to you, you can include a skill section highlighting areas that you are proficient in (i.e. Microsoft Office, Customer Service, AutoCad, etc.)

# List of ACTION WORDS to use on your RESUME

## MANAGING

accomplished  
analyzed  
attained  
conducted  
consolidated  
contacted  
coordinated  
developed  
directed  
established  
evaluated  
exceeded  
headed  
improved  
increased  
initiated  
organized  
oversaw  
planned  
prioritized  
produced  
scheduled  
strengthened  
trimmed

## RESEARCHING

collected  
consulted  
evaluated  
examined  
experimented  
identified  
inspected  
interpreted  
interviewed  
investigated  
obtained  
organized  
reviewed  
searched  
summarized  
surveyed

## TECHNICAL

assembled  
built  
calculated  
computed  
configured  
designed  
determined  
devised  
eliminated  
enhanced  
fabricated  
installed  
maintained  
operated  
overhauled  
programmed  
reduced  
refined  
remodeled  
repaired  
retrieved  
solved  
trained  
upgraded

## TEACHING

advised  
clarified  
coached  
communicated  
coordinated  
corrected  
developed  
enabled  
encouraged  
evaluated  
explained  
guided  
informed  
initiated  
instructed  
persuaded  
set goals  
trained

## CLERICAL

approved  
arranged  
cataloged  
classified  
collected  
compared  
compiled  
distributed  
enlarged  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
recorded  
retrieved  
screened  
specific  
sorted  
tabulated  
validated

## HELPING

assisted  
clarified  
coached  
counseled  
demonstrated  
educated  
guided  
motivated  
referred  
supported

## COMMUNICATING

addressed  
arranged  
convinced  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
influenced  
interpreted  
negotiated  
participated  
persuaded  
presented  
promoted  
proposed  
related  
secured  
sold  
spoke  
translated  
wrote

## CREATING

acted  
conceived  
created  
customized  
designed  
developed  
established  
fashioned  
illustrated  
improved  
initiated  
introduced  
invented  
originated  
performed  
planned  
redesigned  
reshaped  
revitalized  
shaped



**Circle the words you think may apply to your experience and use some of them to begin your achievement one-liners.**