

COS Pre-Resume Worksheet

First and Last Name:

Session:

Street Address:

City, State, Zip Code:

Telephone:

Email:

Job Objective: What do you want to do? (Example: To obtain a position as a Stylist)

A job objective is often used by high school students who do not have much work experience as a way to fill a one-page resume. Please be sure that the objective you list corresponds to the job you are applying for---once you have enough skills/certifications/experience to fill a complete page, you may delete the objective. Most employers realize your objective is to get the job you are interviewing for □

Education:

Butler Area Senior High School	Butler, PA	Class of _____
First Baptist Christian School	Butler, PA	Class of _____
Karns City Jr. Sr. High School	Karns City, PA	Class of _____
Knoch High School	Saxonburg, PA	Class of _____
Mars Area Senior High School	Mars, PA	Class of _____
Moniteau Jr. Sr. High School	West Sunbury, PA	Class of _____
Portersville Christian School	Portersville, PA	Class of _____
Seneca Valley Senior High School	Harmony, PA	Class of _____
Slippery Rock Area High School	Slippery Rock, PA	Class of _____

Butler County Area Vocational-Technical School
Butler, PA 16001

Vocational Course: Cosmetology

Year Started:

Skills: What skills have you learned in class? You could also list additional skills you have learned from an employer.

- Hair Cutting, Shaping, Styling
 - 45 degree
 - 90 degree
 - 180 degree
 - Blunt cut
 - Clipper cut
- Permanent Waving
- Relaxing
- Hair Coloring
- Hair and Scalp Treatments
- Skin Care (facials)
- Waxing
- Make-Up
- Manicures
- Pedicures
- Salon procedures

Certifications:

- | | | |
|-----------------------------------|------|-------|
| ○ SP2 | Year | _____ |
| ○ PA Cosmetology State Board Exam | Year | _____ |
| ○ CPR | Year | _____ |

Client Jobs/Clinical Experience:

You can include client jobs you have done in the salon and client jobs from field trips.

EX:	St. Barnabas, Manicure	Fall 2017
	Park Manor (Presbyterian senior Center), Perm	Spring 2016
_____	Year	_____
_____	Year	_____
_____	Year	_____

Volunteer Experience/Community Activities/School Activities:

Are you involved in any clubs? Sports? Church groups? Boy Scouts? Girl Scouts? Missions?

List the organization, what you did, and the date/years.

EX: Butler Senior High School, Marching Band 2017-present

Relay for Life, Participant Spring 2016

_____	Year	_____
_____	Year	_____
_____	Year	_____
_____	Year	_____

Awards:

List any awards you may have received and the year you received them.

EX: Seneca Valley High School, High Honor Roll Fall 2017
Moniteau High School, Literary Journal Award Spring 2017
BCAVTS, Principal's List Fall 2017
Target, Employee of the Month May 2016

_____	Year	_____
_____	Year	_____
_____	Year	_____
_____	Year	_____

Employment History: Starting with current job.

1. Date of Employment: _____

2. Name of Employer: _____

Address of Employer: _____

Phone: _____ Supervisor: _____

Position: _____

3. Date of Employment: _____ Name of Employer: _____

Address of Employer: _____

Phone: _____ Supervisor: _____

Position: _____

References:

You should ALWAYS ask permission to use someone as a reference.

This person should be someone who knows you and can discuss your work ethic or personal merit. It should **not** be a friend or family member. You can ask an employer, a guidance counselor, a teacher, a neighbor, a family friend, someone from a club or organization to which you belong...

1. Name: _____

Address: _____ Phone: _____

2. Name: _____

Address: _____ Phone: _____

3. Name: _____

4. Address: _____ Phone: _____