

Résumé Development

Directions:

For this project you will develop a résumé for general use. You may use any format, but it should be easy to follow. Information included should be appropriate, original and accurate. You may use outside sources to get ideas or advice, but you should NOT use a template or paid service. After developing your résumé, prepare to have it reviewed and critiqued by your classmates. View the examples included as a reference for creating your résumé.

Daniel Stuart

1501 Driving Rd.
Atomsville, YS 13579
Email: dan.stewart@domain.com
Phone: (321) 555-4695

Objective:

To keep the general public informed by contributing to a news production team and improving my videography and production skills

Education:

State Tech University Bigton, YS

December 2020

Bachelor of Science in Agricultural Communications
Minor in Arabic
GPA: 3.6/4.00

Work Experience:

CEV Multimedia, Bigton, YS

August 2018-Present

Videographic Editor

- ◆ Build educational videos and assessments used for supplemental instruction
- ◆ Build lesson plans that have projects, labs and worksheets for teacher use in classes
- ◆ Record interviews and B-roll footage

The Market, STU, Bigton, YS

August 2017-August 2018

Cashier

- ◆ Worked the register and interacted with customers

Food Station Server

- ◆ Stocked and maintained food stations

Activities:

Study Abroad to Costa Rica

May 2018

Agricultural Communicators of Tomorrow Member

2017-Present

People to People Student Ambassador

England, Ireland, Scotland, Wales

June 2016

Japan

June 2015

France, Italy, Malta, Sicily

June 2014

Awards:

President's List

Summer 2017

Dean's List

Spring 2017

National Society of Collegiate Scholars

2018-Present

Honors College Member

2017-Present

Personal Interests:

Spanish - fluent speaker

Current events

Videography

World travel

Carol Garza

123 Example Road
Hometown, YS 57985

123-555-6789
carol.garza@domain.com

OBJECTIVE

To provide exceptional care and service to clients, person and animal alike, in order to increase the quality of life for pets and pet owners.

EDUCATION

Bachelor of Science, Animal Science
Washington State University, Pullman, WA
GPA 3.48

Expected Graduation: May 2017

High School Diploma
Hometown High School, Hometown, YS
GPA 3.79

May 2013

WORK EXPERIENCE

Volunteer, Hometown Animal Shelter
Hometown, YS

June 2011- current

- Addressing customer's needs and concerns
- Assisting veterinarians during examinations, laboratory procedures and surgeries
- Assisting with regular care of animals, including administering medications, providing restraint, monitoring behavior and cleaning animals and enclosures

Editor in Chief, Hometown High Herald
Hometown, YS

September 2012- May 2013

- Coordinated publications
- Lead correspondence among writers and contributors
- Recruited and managed advertising sponsors
- Managed day-to-day operations

EXTRACURRICULAR ACTIVITIES

Founder and President
Student Humane Society – Hometown High Chapter

September 2011- May 2013

References available upon request
Portfolio available at www.carolgarzaportfolio.domain.com

Sean Brinker

6543 21st Avenue
Littleton, YS 24680

987-555-2468
s.r.brinker@domain.com

Objective:

To complete a degree in artistic studies and to utilize my talents and knowledge acquired to open my own dance studio.

Skills:

Choreography

- ◇ interpreting music and create original dance routines
- ◇ harmonizing body movements to rhythm of music
- ◇ conducting rehearsals to perfect dance moves and techniques

Teaching

- ◇ leading exercises to maintain dancers' flexibility and fitness
- ◇ developing dancers' understanding of physical capabilities and limitations
- ◇ instructing dancers regarding how to perform dance moves effectively

Dancing

- ◇ executing dance styles including ballet, tap, jazz and modern
- ◇ coordinating movement of arms, legs and torso to construct desired techniques
- ◇ collaborating with choreographers to refine dance steps
- ◇ performing dances in productions

Work Experience:

Assistant Dance Instructor, YMCA, Littleton, YS
June 2019 - present

Volunteer, Dance for Kids Studio, Littleton, YS
Summers 2017, 2018, 2019

Education:

High School Diploma, Littleton High School, Littleton, YS, 2020

Dance Certification, 123 Dance Academy, Littleton, YS, 2020

Honors:

Outstanding Volunteer Award, 2019, Dance for Kids Studio
Martha Graham Award of Excellence, 2020, 123 Dance Academy

Mya Sumter

987 Sample St.
Townston, YS 98765
987-555-4321
mya.sumter@domain.com

Objective

To obtain the life experience and knowledge necessary to succeed in business while contributing to the stimulating and professional atmosphere of College X.

Education

High School Diploma
Townston High School, Townston, YS
May 2019
GPA 3.3

Skills & Experience

Administration

Assistant to the Principal at Townston High School
September, 2017 to May, 2019

- Prepared and carried out presentations welcoming freshmen
- Trained and supervised departmental assistants
- Organized and maintained student filing systems
- Provided all necessary assistance to principal

Service

Assistant to the Principal at Townston High School
September, 2017 to May, 2019

- Served as a liaison between students and principal
- Provided mediation for students' minor conflicts

Cashier and Customer Service at Old Navy
Summers 2016, 2017, 2018

- Processed purchases in a timely and efficient manner
- Assisted shopping customers
- Cleaned and maintained sales floor area

Extracurricular Activities

Member
Future Business Leaders of America
September 2018 to May 2019

Awards & Honors

Honor Roll
2016, 2017, 2018, 2019

Portfolio available at myasumterportfolio.domain.com
References available upon request

Calvin Hancock

Permanent Address

1234 ABC Avenue
Broadview, YS

chancock@web.net

Phone Number

(888) 555-1626

Objective To build a career utilizing my talents and knowledge acquired through business and agriculture experiences.

Education **George Washington High School**
Expected graduation, May 2018.
Current grade point average 3.87 on a 4.0 scale
Top 15% of class

Experience

Summers
2016 - 2017

Holiday Shell, Broadview, YS

Worked at family owned and operated service station. Served as a cashier, as well as assisted in all areas of the everyday office and business tasks.

Summers
2013 - 2015

Quay County Extension

Served as a 4-H youth leader. Helped junior 4-H members with their public speaking skills and helped prepare them for contest situations.

**Leadership/
Activities**

National Honor Society, secretary
Business Professionals of America, member
Show Choir/Drama
Student Body Sophomore Representative
Cross Country Track Team
FFA, sentinel

Honors

A and B Honor Roll
First place speech at state Business Professionals of America contest
Cross country state qualifier
State Runner-Up Greenhand Parliamentary Procedure Team

**Personal
Interests**

Boy Scouts - Eagle Scout
Livestock breeding and management
Public speaking

Debbie Martinez

3690 Limited Drive
Jacksville, YS 88888
(888) 555-2368

OBJECTIVE: To find a challenging job opportunity and to implement my leadership and development skills

SKILLS

Development

I created, designed and implemented Family, Career and Community Leaders of America fund-raising projects.

I designed and developed a business plan for the FCCLA "Create Your Own Business" Competition. I was awarded state runner-up.

Leadership

As president of our FCCLA chapter, I had numerous leadership opportunities. I was in charge of conducting chapter meetings and served as a role model for younger members.

Serving as varsity basketball captain allowed me to teach and lead my team members. Working extra hard in practice set the standard for the rest of the team.

Communication

I participated in various FCCLA public speaking events. I earned state champion as an extemporaneous speaker.

I completed an academic portfolio demonstrating my wide-ranging skills.

Leadership positions have developed my problem-solving and listening skills.

EMPLOYMENT

Sales Clerk, J.C.Penny®, Jacksville, YS, 2018 - present

EDUCATION

Garfield High School; Expected graduation May 2020; Current grade point average 3.6.

Flynn W. Gibson

753-555-3164
gibson753@email.com
951 Holly Circle Apt. 36
South City, YS 99999

Objective

To be part of a team of creative and dynamic teachers striving to educate and develop the minds of elementary students.

Experience & Accomplishments

Tutor, Student Tutors at Oakwood Elementary, South City, YS

2020-2021 school year, 2021-2022 school year

Helped elementary school students apply mathematic and scientific concepts to complete homework assignments

Provided counsel to elementary school students regarding personal issues

Monitored elementary school students' attitude and behavior, providing discipline, guidance and/or support when needed

Assisted in the coordination of bi-monthly field trips for elementary school students participating in tutoring program

Volunteer, KidsKare Early Education Center, South City, YS

Summers 2018-2021

Instructed children in completing educational curriculum

Actively engaged children in learning through the use of diverse teaching and playing strategies

Developed and implemented a balanced reading program which was later adopted by all KidsKare locations

Education

Bachelor of Arts, Ridington University, Riversdale, YS

Major: Elementary Education, Minor: Special Education

Expected Graduation: 2026

High School Diploma, Jefferson High School, South City, YS

Activities

Future Educator's Association - Jefferson High chapter Vice President

Helped coordinate association activities

Directed all fundraising efforts

Lead correspondence among members and sponsors

References available upon request

Lucy Skye

1234 Columbia Road
Anderson, YS 55555
Phone: (555) 432-5678
Email: lucesky@web.net

Objective	To work as a computer programmer in a technology development company
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Academic	<p>Anderson County Technical Institute</p> <ul style="list-style-type: none"> • 2016 – Present • Anticipated Graduation May 2018 <p>San Jon High School</p> <ul style="list-style-type: none"> • Graduated May 2016 • GPA: 3.48
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Skills	<p>Computer Programming</p> <ul style="list-style-type: none"> • Developed computer software programs • Assisted in computer maintenance • Maintained and kept up all computers and server systems • Performed entry in a Microsoft® ACCESS® database
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Work	<p>Computer Source 2015 – present <i>Computer Programmer</i></p> <p>Anderson County Library 2013 – 2015 <i>Computer Technician</i></p>
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Honors	<p>Anderson County Library Employee of the Month</p> <p>Outstanding First Semester Student ACTI</p> <p>Computer Source: Anderson County New Business of the Year</p>
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