

Steps to Build Your RESUME!

UN RESUME is a summary selected by you with meaningful information about your history and achievements.

RESUMES do not get a job. Resumes get interviews, and interviews can get you a job. Typically you don't get an interview without a Resume, and you don't get a job without an interview.

RESUMES save employers the time and work of meeting all the people interested in working for them. Resumes don't answer every question, but they can serve as an "appetizer" to get employers interested in talking to you.

Please complete the following pages to build your resume STEP BY STEP.

Name:	Initial:	Surname:	
Address:		Apt/Suite #:	Zip code:
City and State:		Email:	
Home phone:	Cell phone:	Alt Phone:	
LinkedIn profile or website:			

STEP TWO:

HIGHLIGHT RATINGS

(Show off... Presumed... show off!) Show your achievements, awards and recognitions

Ten (10) Years of Customer Service experience performing various tasks including processing returns, greeting customers, and completing inventory.

Five (5) years of experience as a Warehouse/Factory associate with proven ability to efficiently and effectively operate cranes and pneumatic tools, perform picking, packing, loading/unloading and casting work and drive forklifts safely.

Supervisory experience that includes responsibilities such as enforcing company policies, hiring/firing employees, creating employee hours and duties, and ensuring the accuracy of job duties for employees.

Fast learning with remarkable flexibility to be able to do a variety of jobs, meet and cooperate with various supervisors and colleagues, and travel to other job sites.

I received the Employee of the Month award for not missing work, being punctual, working well in a team, and completing jobs in a timely manner.

You can briefly summarize your job-related skills in this area, to help DRAW ATTENTION to your BEST FEATURES and why you are qualified for the job you want to apply for. On the tables, mark an "X" with all the skills and tasks you can do.

____ Years in Serving Customers

- ____ perform receiving tasks
- ____ take orders from clients
- ____ serve as a cashier
- ____ greet customers/provide service
- ____ Process returns
- ____ process exchanges
- ____ process credit purchases
- ____ Close cash register/cash balance
- ____ complete inventory
- ____ maintain supplies
- ____ Manage customer complaints
- ____ make/prepare bank deposits
- ____ operate scanners
- ____ operate credit card machines
- ____ operate lottery machines
- ____ communicating/listening ability
- ____ give instructions / correct information

____ Years in Medical Office

- ____ perform receiving tasks
- ____ perform administrative tasks
- ____ make medical records
- ____ record patient information
- ____ Use coding CPT/ICD 9/10
- ____ file insurance claims
- ____ handle insurance paperwork
- ____ generate billings
- ____ CNA certificate
- ____ RN certificate
- ____ LPN certificate
- ____ MA certificate
- ____ EMT certificate
- ____ perform venipuncture
- ____ Give injections
- ____ Do lab tests
- ____ take vital signs
- ____ administer medications
- ____ understand/communicate medical terminology

____ Years in Food/Hotel/Hospitality

- ____ clean guest rooms
- ____ work at reception
- ____ provide concierge services
- ____ install/remove banquet hall
- ____ serving banquets
- ____ be a waiter
- ____ take reservations
- ____ prepare salads
- ____ prepare desserts
- ____ make cakes/breads
- ____ keep salad bar
- ____ keep steam table
- ____ maintain buffet bar
- ____ prepare fast meals
- ____ Bring food to rooms
- ____ washing/drying clothes
- ____ set the table
- ____ take orders from clients
- ____ Attend the bar/make drinks
- ____ operate the furnace
- ____ operate pressure cookers
- ____ operate blender
- ____ operate grill
- ____ operate fryer

____ **Years in Office/Clerical Reception**

- ____ data entry
- ____ handle alpha/number system
- ____ Keep basic accounting
- ____ write office forms
- ____ write billing forms
- ____ update database
- ____ work as a receptionist/secretary
- ____ make appointments
- ____ promote products over the phone
- ____ Sort mail
- ____ prepare packages to send
- ____ determine shipping costs
- ____ Balance of accounts received
- ____ handle invoice files
- ____ post customer account payments
- ____ prepare invoices
- ____ operate computer
- ____ operate computer programs
 - ____ Word Perfect
 - ____ Microsoft Office
 - ____ Microsoft Word
 - ____ Microsoft Works
 - ____ Microsoft Excel
 - ____ Microsoft Power Point
 - ____ Microsoft Access
 - ____ MS Internet Explorer
 - ____ Netscape Browser
 - ____ CADD Software
 - ____ Graphics Software
 - ____ Lotus 1-2-3
- ____ operate multi-line telephone
- ____ Operate switch board
- ____ operate CRT
- ____ operate fax machines
- ____ Operate copier
- ____ Operate 10-button calculator

____ **Years of Supervision/Management**

- ____ supervise ____ employees
- ____ manage time cards
- ____ make the work schedule of employees
- ____ enforce company policies
- ____ hire/run employees
- ____ train employees
- ____ solve production problems
- ____ handle employee issues
- ____ give verbal/written reports
- ____ manage paperwork
- ____ delegate duties to employees
- ____ manage discipline
- ____ Manage salaries
- ____ Review the fulfillment of duties
- ____ Diplomatic communication

____ **Years of Domestic Management**

- ____ coordinate agendas
- ____ make appointments
- ____ manage discipline
- ____ resolve conflicts
- ____ delegate jobs/duties
- ____ assist with academic/homework
- ____ communicate with professionals (masters/doctors)
- ____ communicate with children
- ____ take inventory
- ____ buy and organize things
- ____ plan and prepare meals
- ____ laundry
- ____ operate furnace
- ____ operate microwaves
- ____ save crucial files (vaccinations, birth confirmation, etc.)
- ____ Pay bills/bills

- ____ balance bank accounts
- ____ distribute salaries /Sundays
- ____ maintain the hygiene of others (bathing/dressing/hair)
 - ____ clean rooms
 - ____ take out the trash
 - ____ clean windows
 - ____ sweeping/mopping floors
 - ____ handle cleaning chemicals
 - ____ operate vacuum cleaner
 - ____ clean furniture
 - ____ fix lights
 - ____ work on the lawn
 - ____ paint outside/inside
 - ____ drive car / go car / taxi

____ **Years in Factory/Assembly Warehouse**

- ____ loading/unloading vans
- ____ handle freight invoices
- ____ manage inventory
- ____ verify equipment accuracy
- ____ classify things
- ____ perform collection and/or packing
- ____ send/receive
- ____ Operate forklift
- ____ Operate material handling equipment
- ____ work on assembly line
- ____ working with metal sheets
- ____ do casting work
- ____ handle hazardous materials
- ____ Operate industrial materials with computer
- ____ operate robotic production systems
- ____ Commercial printing duties
- ____ Machine installations
- ____ operate machines
- ____ repair machines
- ____ read meters and gauges
- ____ binding
- ____ make boxes
- ____ Industrial painting job
- ____ operate die-cutting press
- ____ operate grip equipment
- ____ operate air tools
- ____ operate grinding machines
- ____ Operate metal cutting tools
- ____ operate coil equipment
- ____ operate rivet machines
- ____ operate cranes
- ____ operate wrapping machines

____ **Years of Transportation/Distribution**

- ____ operate van
- ____ Operate trailer
- ____ Operate public transit bus
- ____ Operate School Bus
- ____ Operate Church Bus
- ____ Operate taxi
- ____ operate limousine
- ____ HAZMAT
- ____ Delivery vehicles
- ____ dispatch system
- ____ CDL License
- ____ Public Passenger License

____ Years of Construction

- ____ Basic carpentry work
- ____ trim carpentry
- ____ Structural carpentry
- ____ install roofs
- ____ operate rooftop equipment
- ____ hang siding
- ____ fix/clean job sites
- ____ hang panels
- ____ hang wallpaper
- ____ install carpet
- ____ Commercial Remodeling Work
- ____ cut materials accurately
- ____ Interior/exterior paintings
- ____ Basic plumbing work
- ____ certified plumber
- ____ operate plumbing equipment
- ____ do basic electrical work
- ____ operate electrical equipment
- ____ Certified Electrician
- ____ Install fuse box
- ____ HVAC certificate
- ____ install/operate air conditioning
- ____ operate heavy equipment
- ____ operate heavy tools
- ____ operate air tools
- ____ measure equipment
- ____ Commercial Refinement
- Equipment
- ____ Commercial painting equipment

____ Years of Car Maintenance/Fixing

- ____ change oil
- ____ change refrigerant
- ____ change tires
- ____ tire rotation
- ____ Tire balancing
- ____ replace alternators
- ____ repair/replace braking system
- ____ make basic arrangements
- ____ Do routine maintenance
- ____ operate diagnostic equipment
- ____ fix synchronization
- ____ change belt/sleeves
- ____ repair transmission
- ____ repair electrical system
- ____ rebuild engine
- ____ paint/body
- ____ operate hand tools
- ____ operate air tools
- ____ operate power tools
- ____ operate torque wrench
- ____ operate micrometers
- ____ operate sync light
- ____ operate voltage meter
- ____ Operate impact key
- ____ operate cat
- ____ Operate spray paint
- ____ Operate body filling
- ____ operate grinder
- ____ alignment tools

____ Years of Cleaning

- ____ Clean offices
- ____ clean industrial facilities
- ____ clean houses
- ____ take out the trash
- ____ clean windows
- ____ maintain public areas/restrooms
- ____ handle cleaning chemicals
- ____ laundry
- ____ dry cleaning
- ____ maintain ownership
- ____ use commercial cleaning chemicals
- ____ operate electric buffer
- ____ Use commercial laundry chemicals
- ____ operate dry cleaning equipment
- ____ operate steam press
- ____ operate window cleaning equipment
- ____ operate commercial vacuum cleaner
- ____ operate carpet cleaning machines
- ____ Use stain eraser
- ____ use openers
- ____ Pool Maintenance/Cleaning Team

STEP THREE:

Work History/Life Experiences

The candidates who attract the most interest from employers are candidates who include in their summary one or more of these achievements in previous jobs. Try to include things on this list in your previous job description:

- *Increased sales *Generé New business *Introduced or designed new systems *Saved money
- * Delivered jobs on time * Kept budget * Contracté and trained excellent employees
- *Identified problems

Current or Most Recent Work:

Began _____ Position/Title: _____

Ended _____ Company: _____

City: _____ Estado _____

Homework: _____

Achievements/Recognitions/Awards: _____

Previous Work:

Began _____ Position/Title: _____

Ended _____ Company: _____

City: _____ State _____

Homework: _____

Achievements/Recognitions/Awards: _____

Volunteering/Life Experiences (Unpaid Jobs)

Began _____ Position/Title: _____

Ended _____ Company: _____

City: _____ State _____

Homework: _____

Achievements/Recognitions/Awards: _____

STEP FOUR:

Personal and Professional References

(Always include references on a separate page.)

Personal references are people you have NOT worked for. They can include current or former colleagues, friends, church members, bowling partners, etc.

Professional references are people in a professional position that may include bosses, supervisors, probation officers, teachers, or someone you know on a professional basis. They can give information about your attendance, your ability to complete jobs on time, your attitude, etc.

It is NOT recommended that you put family as a reference, because these people would rarely say anything negative about you or your ability. They may see you as someone with personal inclinations, and what they say may be hard to believe completely.

Reference Type: _____
Name _____
Address _____
City _____
State _____ Code Postal _____
Telephone _____ Day Late
email: _____
We have met _____ months/years

Reference Type: _____
Name _____
Address _____
City _____
State _____ Code Postal _____
Telephone _____ Day Late
email: _____
We have met _____ months/years

Reference Type: _____
Name _____
Address _____
City _____
State _____ Code Postal _____
Telephone _____ Day Late
email: _____
We have met _____ months/years

Reference Type: _____
Name _____
Address _____
City _____
State _____ Code Postal _____
Telephone _____ Day Late
email: _____
We have met _____ months/years

STEP FIVE:

Military services

Entry date: _____ Service branch _____ Highest rank: _____

Separation date: _____ Download type _____

Task: _____

STEP SIX:

Education and Training

High **School Name:** _____

City _____ State _____ Departure date: _____

Achievements _____

Do you have a high school diploma? _____ If not, the last grade completed: _____

Do you have HSE? _____ GED/HSE School Location _____

Are you currently in classes? _____ Waiting for exam results? _____

Date HSE/GED was received _____

University Name: _____ Dates: _____

City _____ State _____ Bachelor's Degree _____

Study _____ Study _____

Achievements _____

Name of **Training Center:** _____ Dates: _____

City _____ State _____

Type of Training _____

Achievements/Awards _____