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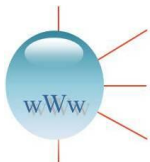
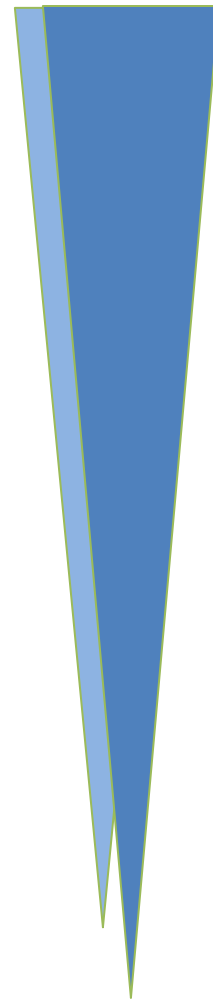
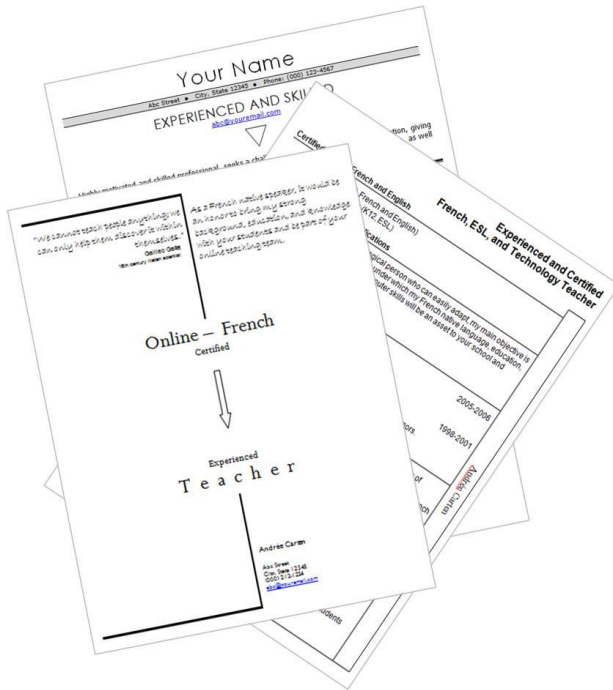
# RESUME FORM

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Basic

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By Andree Carten  
[www.cartenebooksandmore.com](http://www.cartenebooksandmore.com)



Carten eBooks and More

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*All praise be to God for helping me create this document.*

## Instruction

Congratulations, you are now on your way to apply for a job. Please, do not assume that your qualifications are obvious, thinking that the potential employer certainly knows that you are skilled in such a field.

For that reason, don't be shy to write what you can do and say it during the interview. If you don't someone else may and just because you did not mention it, you may then miss out on a great opportunity.

Show that that you are the best candidate for that job, but most importantly, be honest.

## Personal Information

Enter your personal information, such as:

- ✓ Your full name and address.
- ✓ Telephone number and/or cellular where **you can easily be reached**.
- ✓ Emails: give the email that you check the most often.
- ✓ Webpage:
  - You may consider having a webpage for your resume.
  - In that webpage, you could add a blog, as well as a portfolio that gives examples of work you can do and/or have done, certificates, along with anything a potential employer may want to see.
  - On that webpage, since this is public to everyone in the world, do not give any private information, such as your Social Security Number and even your home address – an email could be an excellent choice – this being said, you may simply want to copy and paste the information that is safe to give online, without uploading the hard copy of your resume that has your address or personal information you want to keep only for the potential employer.

## Objective

- ✓ Keeping it short, your objective is about your goal, which should give a tone for the rest of your resume.
- ✓ You may consider personalizing your objective by adding the name of the business into your sentence.

- ✓ If you are sending a general resume and do not have a specific job title or category, your objective can remain general by simply not mentioning the business name, making sure it informs the potential employer of your interest.

## Skills

- ✓ You may want to mention about certain skills, such as with technology, including specific software, webpage design skills, and/or those that are directly related to the job you are interested.
- ✓ If you know more than one language, let the potential employer know, even if you only have some knowledge (ex: French (native language), German (knowledge), Spanish (effective), etc.).
- ✓ If you are a person who can learn fast and/or can easily adapt, let the potential employer know.

## Interests and Achievements

- ✓ Using bullets will help write short and targeted statements related to your interests and/or achievements.
- ✓ Use active verbs that show your potential employer how your interests can benefit the job you are applying for, as well as what you have accomplished as a student, as an employee, as well as a volunteer (ex: honors, student/employer of the month, etc.).
- ✓ If you have leadership skills, show the potential employer with what you have done that gave you a nice reward or that helped others (ex: As a French Teacher who often used technology, I was approached (promoted) as a Technology Resource Teacher).

## Education

- ✓ Show which school you attended, with the date, the diploma/certificate/Associate/B.A./Master/etc. you received.
- ✓ You may want to add a link to the school you attended to give the chance to the potential employer to see which school it was.
- ✓ Attention – If your resume will be online, if you chose to add a link for the school, it may be best to link it so the employer can open in a new window, keeping your webpage opened.

## Experience

- ✓ Show which the title you had (or still have), along with the date you worked there.
- ✓ In the business name, you may want to consider adding a link of the business there, so the possible employer can see the business right away.
- ✓ Do not forget that employers do not spend hours looking at one's resume, so when describing your tasks, make it visible and easy to read:
  - Use bullets, actions words and/or verbs, and keep it short. The idea is to show what you did, remembering that the long descriptions can be kept during the interview.

# Form – Building your Resume

## Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_

Email: \_\_\_\_\_

Webpage: \_\_\_\_\_

## Objective

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Interests and Achievements

(include any leadership experience)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Education

**Graduate:** \_\_\_\_\_

• *School:* \_\_\_\_\_

• *City, State:* \_\_\_\_\_

• *Webpage:* \_\_\_\_\_

• *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

• *Credits:* \_\_\_\_\_ *GPA:* \_\_\_\_\_

**College:** \_\_\_\_\_

• *School:* \_\_\_\_\_

• *City, State:* \_\_\_\_\_

• *Webpage:* \_\_\_\_\_

• *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

• *Credits:* \_\_\_\_\_ *GPA:* \_\_\_\_\_

### Vocational

**School:** Degree: \_\_\_\_\_

• *School:* \_\_\_\_\_

• *City, State:* \_\_\_\_\_

• *Webpage:* \_\_\_\_\_

• *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

• *Credits:* \_\_\_\_\_ *GPA:* \_\_\_\_\_

### High

**School:** Degree: \_\_\_\_\_

• *School:* \_\_\_\_\_

• *City, State:* \_\_\_\_\_

• *Webpage:* \_\_\_\_\_

• *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

• *Credits:* \_\_\_\_\_ *GPA:* \_\_\_\_\_

(If needed, use other side to add more education)

## Experience

**Job Title** \_\_\_\_\_  
*Business:* \_\_\_\_\_  
*City, State:* \_\_\_\_\_

*From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Webpage:* \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Job Title** \_\_\_\_\_  
*Business:* \_\_\_\_\_  
*City, State:* \_\_\_\_\_

*From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Webpage:* \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Job Title** \_\_\_\_\_  
*Business:* \_\_\_\_\_  
*City, State:* \_\_\_\_\_

*From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Webpage:* \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(If needed, use other side to add more experience)



## Voluntary Work Experience

**Job Title** \_\_\_\_\_

*Business:* \_\_\_\_\_

*City, State:* \_\_\_\_\_

*From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Webpage:* \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

**Job Title** \_\_\_\_\_

*Business:* \_\_\_\_\_

*City, State:* \_\_\_\_\_

*From:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Webpage:* \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

## References

**1) Name:** \_\_\_\_\_

- *Address:* \_\_\_\_\_

- *Telephone:* \_\_\_\_\_ *Cellular:* \_\_\_\_\_

- *Email:* \_\_\_\_\_

**2) Name:** \_\_\_\_\_

- *Address:* \_\_\_\_\_

- *Telephone:* \_\_\_\_\_ *Cellular:* \_\_\_\_\_

- *Email:* \_\_\_\_\_

**3) Name:** \_\_\_\_\_

- *Address:* \_\_\_\_\_

- *Telephone:* \_\_\_\_\_ *Cellular:* \_\_\_\_\_

- *Email:* \_\_\_\_\_