

Oral and Written Communication – Writing a Resume

WRITING A RESUME

Create an updated resume including your current job. Use the information from the PowerPoint to help you design it. Avoid using the templates in Microsoft word.

Your resume must include the following sections:

- Personal Info (name, address, phone number, email address)
- Objective
- Education
- Work Experience-all jobs, internships and volunteer work
- May include some or all of the following:
 - Awards/Honors
 - Extracurricular Activities (sports, club, church, etc.)
 - Community Service
- References (**3 required**)- include name, address, phone, job title

Your resume may not be more than one page in length.

For the text use Times New Roman font and the standard font size (12pt), except the your name which may be up to 28 pt

A SAMPLE RESUME IS PROVIDED ON THE BACK OF THIS SHEET. USE IT AS A GUIDE.

Soft Skills @ Work



Hard Worker

111 Your Road
Warner Robins, Georgia 31088
Phone: (488) 867-5309

Objective

To obtain employment at Vision Staffing as an office assistant utilizing my computer and time management skills and my ability to communicate well with others.

Education

2003-2007 Warner Robins High School Warner
Robins, GA

- Graduated June 2007
- GPA 3.2
- Member of AFJROTC and SkillsUSA
- Coursework includes:
 - Marketing
 - Work-Based Learning
 - Library/media assistant

Work History

March 2007-June 2007 Yo Beach Warner
Robins, GA

General Helper

- Maintained facility
- Assisted customers

June 2006-March 2007 JD's Fun Center Warner
Robins, GA

Floor worker

- Assisted children with rides
- Ensured safety of children
- Assisted customers
- Cleaned equipment and building

January 2006-June 2006 Big Dawg Subs Warner
Robins, GA

Cashier

- Took orders
- Answered phone
- Maintained cleanliness of work station
- Assembled orders for customers

References

Awesome Teacher	Great Counselor	Former Boss
WRHS Teacher	WRHS counselor	Owner, Yo Beach
401 S. Davis Drive	401 S. Davis Drive	342 Corder Road
Warner Robins, GA 31088	Warner Robins, GA 31088	Warner Robins, GA 31088
(478) 555-5555	(478) 555-5555	(478) 555-5555