

# RESUME TEMPLATE

\*For assistance completing resumé, please see the Career Center

Address   
Phone   
Email 

## First and Last Name

### Objective

Use 3-4 sentences to outline your skills, accomplishments, and career goals. Summarize what makes you stand out. Avoid first-person language (No "I"). \*Pro tip- Use language from the job description you are applying to as keywords!

### Education

#### **School      Date Began – Current**

You can list GPA if you choose and your expected graduation year. List any Hancock concurrent or AP/Honors classes taken. List any academic honors certificates or awards. List any classes you've taken that relate to the job you are applying to; business/accounting, child development, culinary arts, etc...

### Volunteer/Work Experience

List any work experience you may have; part time jobs, babysitting, pet-sitting, lawn mowing. When listing multiple jobs, list the most current jobs on top.

#### **Company      Date Began- Date Ended**

**Job Title-** Use 1-2 sentences to describe your responsibilities in the past tense. If you started at one position and moved to another at this job, each position should be a new line.

### Skills

- List anything strengths/skills that will set you apart from others. Examples:
- Microsoft Suite and/or Google Workspace
- CPR Certified
- Food Handlers Certificate
- Typing speed (tests are available for free at Hancock College)
- Other: Bilingual (list second language), Attention to Detail, Organizational, Excellent Customer Service, Money Handling, etc.

### Activities

Include any volunteer or leadership experience you may have. List any extracurricular activities: clubs, associations, sports, or other organizations. (If not already listed above)

### Awards and Achievements

List any academic or extracurricular achievements; leadership roles, honor roll, awards/certificates, anything you are proud of! (If not already listed above)

# RESUME EXAMPLE

## SAMMY THE SAINT

901 S. Broadway  
(805) 925-2567  
Sammysaint@gmail.com

### OBJECTIVE

Motivated student seeking an entry-level position. Responsible and outgoing individual with strong work ethic looking to gain experience in the workforce.

### EDUCATION

#### Santa Maria High School

AUGUST 2020 – CURRENT

3.8 GPA

Culinary Arts, Accounting, Floral Design

#### Allan Hancock College

AUGUST 2020 – DECEMBER 2020

PROD 301 Introduction to Life and Career Planning

### WORK/VOLUNTEER EXPERIENCE

#### Courtesy Clerk- Vons

June 2022-August 2022

Managed everyday functions of the grocery store. Maintained store cleanliness while performing hourly sweeps, putting misplaced items in correct spaces, and collecting carts as needed. Tended to customer needs and made them feel welcomed while bagging merchandise efficiently.

#### Child Care

December 2021 – May 2022

Performed general caregiving duties while parents were away. Ensured safety of children while entertaining with activities. Helped with schoolwork. Prepared snacks and meals while maintaining cleanliness of the kitchen. Changed soiled diapers.

### SKILLS

Bilingual- Spanish

CPR Certified

Food Handlers Certificate

Organizational

Excellent Customer Service

Money Handling

### ACTIVITIES

Future Farmers of America (FFA) Member- 3 years

SMHS Boys Basketball team- Varsity 2021-2023

Thrive Food Bank Volunteer April 2022- May 2023

### AWARDS AND ACHIEVEMENTS

Academic Excellence Award- 2021, 2022, and 2023