

RESUME WORKSHEET



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Heading: The heading of your resume is where you will have your personal information for potential employers to contact you. Make sure all information is current and professional, this means your email addresses and outgoing phone messages. (Refer to page 4 in your Resume Workbook)

Name (first and last): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Objective: Write a short, targeted statement that clearly outlines your job/career direction/goals. (Refer to page 7 in your Resume Workbook)

Example: Interested in a paid summer job working up to 20 hours a week.

Highlight of Qualifications/Summary of Qualifications: Provide a list of your skills, abilities, competencies, and trainings that you want the employer to know about yourself. (Refer to page 8 in your Resume Workbook)

Example:

- *Well organized and focused in coordinating project*
- *Strong interpersonal, written and oral communications skills*

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Education: List all degrees by name that you have completed or that are in progress and keep them in date order. (Refer to page 10 in your Resume Workbook)

Examples:

High School Diploma | Somewhere High School – Anywhere, AZ | May 2017

Associate in Science | Mesa Community College – Mesa, AZ | May 2017

Bachelor of Arts in Communication | Arizona State University – Tempe, AZ | May 2017

Degree (Completed or In Progress): _____

High School or College Attended: _____

City: _____ **State:** _____ **Graduation Date:** _____

Degree (Completed or In Progress): _____

High School or College Attended: _____

City: _____ **State:** _____ **Graduation Date:** _____

Degree (Completed or In Progress): _____

High School or College Attended: _____

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Work Experience: List in chronological order the jobs/positions you have held (starting with your most recent job/position). Include employers, locations (city, state), job titles, job duties/description and dates (example: May 2016 to February 2017). (Refer to page 11-19 in your Resume Workbook)

Example:

Team Leader/Crew Member | Cold Stone Creamery | July 2014 to Present

- *Greeting guests and suggestively sells and fills food and beverage orders*
- *Handling cash, credit card, travelers' checks, and discount transactions with the assistance of a POS (Point of Sale) register*
- *Verifying a starting bank and completing a daily audit report when balancing the drawer at the end of the shift*
- *Ensuring extraordinary guest service by providing positive interactions with guests in a friendly and courteous manner*
- *Understanding and actively participating in Environmental, Health & Safety responsibilities*
- *Mix custom ice cream creations, shakes*
- *Bake, assemble and decorate cakes*
- *Replenishing condiment stands, straightening chairs and tables, and maintaining a clean, sanitized food service area by picking up litter and following established cleaning procedures*

Employer: _____

Location: _____

Date(s): _____

Job Title: _____

Job Duties/Description:

- _____
- _____
- _____
- _____
- _____
- _____
- _____



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Employer: _____

Location: _____

Date(s): _____

Job Title: _____

Job Duties/Description:

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Employer: _____

Location: _____

Date(s): _____

Job Title: _____

Job Duties/Description:

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Community Service/Volunteer Work: List in chronological order any community service or volunteer work you have done (starting with your most recent). Include the organization you worked with, locations (city, state), job duties/description and dates (example: May 2016 to February 2017). (Refer to page 20 in your Resume Workbook)

Example:

Salvation Army Thrift Store Volunteer | August 2016 to Present

- *Processes raw materials by unloading, sorting, packing, storing, loading and baling the donations; protects the integrity of the donations*
- *Selects donations for store distribution meeting established standards of quality and distinguishing between discarded and good quality merchandise according to company standards*
- *Assist with sorting of donated goods or small appliance clean and repair*
- *Provides customers and donors with courteous and diplomatic service*
- *Performs other duties as assigned*

Organization: _____

Location: _____

Date(s): _____

Job Duties/Description:

- _____
- _____
- _____
- _____
- _____
- _____

Organization: _____

Location: _____

Date(s): _____

Job Duties/Description:

- _____
- _____
- _____
- _____

Course Work/Activities: List course work or extracurricular activities you are involved in at school and outside of school. (Refer to page 20 in your Resume Workbook)

Example:

- *Electives: Art, Computer Science*
- *Extracurricular Activities: Marching Band, JV Baseball, Student Government, Yearbook Editor, School Mascot*
- *Clubs/Student Associations: Phi Theta Kappa, Mecha, Black Student Union (BSU), APIC*

Goals/Achievements/Leadership Skills: List your goals, awards and achievements you have accomplished in your academic and career related areas. (Refer to page 20 in your Resume Workbook)



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