

RESUME CHECKLIST

- 1) Resume is printed neatly!!
- 2) You have begun the resume with the last job you held, going back from there, in reverse chronological order.
- 3) All jobs and schools have dates, using month/year. (eg. 5/01 to 3/02)
- 4) You did not use any pronouns (eg. I, my, she, he)
- 5) You have used the correct tense in the descriptions. (for your current job, you use the present tense, for past jobs, you use the past tense) (eg. Cook, clean, provide customer service or cooked, cleaned, provided customer service)
- 6) You did not use complete sentences in your job descriptions and did not use “Responsibilities were:” or “Duties include.”
- 7) You did not use any abbreviations.
- 8) You have listed your job related and personal skills at the end of the resume (Especially computer skills and typing speed, if known).
- 9) If you do not have much work experience, make sure you have added any volunteer experience you have had with the jobs.
- 10) You have filled out all blanks on the form (job title, city and state, complete address with zip code, complete phone number with area code).
- 11) You did not duplicate any information (listing awards or clubs in awards section as well as in the skills section).
- 12) You have listed the main and most important duties of your job first (highlighting – customer service, cash handling, training and supervising other employees), and then the other things that you did (maintaining a clean work area, stocking).

When you have checked over your resume, please give it to your instructor or a volunteer to check over again!!!!

RESUME DRAFT FORM

Instructor: _____

Class: _____

Name: _____

Current Street Address: _____

City, State, Zip Code: _____

Reliable Telephone Number: _____

WORK EXPERIENCE/VOLUNTEER – START WITH YOUR MOST RECENT EXPERIENCE

Name of Employer: _____

City and State: _____

Dates of Employment (Month/Year): _____ To _____

Job Title: _____

Describe in detail your exact work duties:

- _____
- _____
- _____
- _____

Name of Employer: _____

City and State: _____

Dates of Employment (Month/Year): _____ To _____

Job Title: _____

Describe in detail your exact work duties:

- _____

- _____
- _____
- _____

Name of Employer: _____

City and State: _____

Dates of Employment (Month/Year): _____ To _____

Job Title: _____

Describe in detail your exact work duties:

- _____
- _____
- _____
- _____

EDUCATION

JOBS FOR YOUTH

Chicago, IL

Dates Attended: (Month/Year) _____ to Present _____

- Certificate
- A two-year Job Readiness Program involving a Workshop on job preparation and Employment Skills

Full Name of College/Other School: _____

City and State: _____

Dates Attended: (Month/Year) _____ To _____

- Major: _____

List any Organizations:

- _____
- _____
- _____
- _____

Full Name of High School/GED Program: _____

City and State: _____

Dates Attended: (Month/Year) _____ To _____

- Received Diploma/GED: (Circle One)

List any Awards/Honors/Organizations/Sports:

- _____
- _____
- _____
- _____

Interests/Skills

List any job-related and personal skills such as, foreign language, computer and typing skills, customer service, quick learner, work well with hands, etc.

- _____
- _____
- _____
- _____

REFERENCES AVAILABLE UPON REQUEST

Resume “Power” Verb List

Acted	Established	Mentored	Trained
Adapted	Evaluated	Met	Tutored
Administered	Examined	Modeled	Typed
Advised	Expanded	Observed	Umpired
Allocated	Experimented	Obtained	Unified
Approved	Extracted	Offered	Upgraded
Arranged	Facilitated	Operated	Used
Ascertained	Filed	Ordered	Utilized
Assisted	Financed	Organized	Verbalized
Attained	Fixed	Originated	Weighed
Audited	Followed	Painted	Wrote
Brought	Formulated	Perceived	
Budgeted	Founded	Performed	
Built	Gathered	Persevered	
Calculated	Gave	Photographed	
Chartered	Governed	Piloted	
Checked	Guided	Planned	
Classified	Handled	Promoted	
Coached	Headed	Publicized	
Collected	Helped	Purchased	
Communicated	Identified	Questioned	
Compared	Illustrated	Read	
Completed	Implemented	Reasoned	
Computed	Improved	Received	
Conceived	Improvised	Recommended	
Coordinated	Increased	Reconciled	
Copied	Indexed	Recorded	
Counseled	Initiated	Recruited	
Created	Interpreted	Reduced	
Dealt	Investigated	Referred	
Decided	Judged	Repaired	
Defined	Kept	Researched	
Delegated	Learned	Scheduled	
Delivered	Lectured	Selected	
Designed	Led	Sold	
Detected	Lifted	Served	
Directed	Listened	Serviced	
Documented	Logged	Shaped	
Drove	Made	Spoke	
Dug	Maintained	Studied	
Edited	Managed	Summarized	
Eliminated	Manipulated	Supervised	
Empathized	Mediated	Supplied	
Enforced	Memorized	Taught	

CASHIER FOOD SERVICE

Operated cash register
Served customers
Packaged food
Maintained clean work area
Trained new employees
Processed/filled orders
Operated _____ Machine
Assisted customers with purchases
Stock/restock supplies/inventory
Conducted cash transactions on register
Assembled/disassembled food machinery in order to clean and sanitize
Responsible for handling over (number of transactions) transactions daily.

Opened/closed store
Prepared bank deposits
Completed paperwork
Closed down/rang out register
Handled \$_____ daily
Maintained a balanced drawer
Balanced cash register
Facilitated month-end inventory

CASHIER RETAIL/SALES CLERK/CUSTOMER ASSISTANT

Operated cash register
Made sure drawer was balanced
Responsible for daily deposit of cash receipts
Provided quality customer service
Maintained order of _____ Department/store
Directed customers to various departments
Balanced cash register/terminal
Promoted items on sale
Suggested additional merchandise to customers
Conducted inventory checks
Filled out lay-away forms
Managed complaints to ensure customer satisfaction
Trained new employees
Evaluated co-workers performance
Achieved highest number of sales for the month of _____
Supervised staff of _____ employees
Verified cash in register at end of shift
Assisted customers in selecting merchandise
Processed returns and credits
Maintained organization of displays
Interviewed prospective employees
Handled \$_____ daily
Maintained sales records
Deposited money in safe/bank
Greeted customers
Performed light maintenance
Opened/closed store
Took inventory

Organized stock
Completed paperwork
Prepared bank deposits
Processed credit card transactions
Created promotional displays
Monitored loss prevention

WRAP/PACK ASSISTANT

Prepared goods for shipment
Brought store merchandise to office for shipment
Delivered packages to various store locations
Restock merchandise
Wrapped, packed and boxed items

SERVICE CLERK/BAGGER

Bagged groceries for customers
Priced merchandise
Carried groceries to cars
Organized counters and shelves
Performed stock duties
Stocked food
Collected carts
Cleaned store
Packaged groceries for special orders

SECURITY GUARD

Supervised staff of _____ security guards
Guarded exhibits, merchandise, people, etc.
Protected property from theft, damage, and/or destruction

RECREATIONAL LEADER/CAMP COUNSELOR

Counseled as a day camp leader
Organized and conducted group activities
Assisted in dance, aerobic, and tumbling programs for preschool and grammar school children
Instructed children in _____(name of activity)

TUTOR/TEACHER'S AIDE

Explained (subjects) to students ages ____ to ____
Provided instruction on _____(subject)
Assisted teacher with _____(activity)
Organized youth activities
Monitored the classroom
Graded papers
Helped students with assignments

CHILD CARE WORKER/DAY CARE AIDE/BABYSITTER

Supervised young children ages ____ to ____
Provided for children's safety and well-being
Provided care for child, age _____
Prepared children for school
Read stories, taught alphabet, etc
Organized/supervised playtime activities
Fed, dressed and bathed children

Supervised children on field trips
Created games for children
Assisted children with homework assignments

BUSBOY

Cleared and cleaned tables
Cleaned and shelved dishes
Cleaned cooking area and equipment
Scrubbed pots and pans

WAREHOUSE WORKER/SHIPPING AND RECEIVING

Loaded and unloaded trucks
Placed merchandise in boxes
Packed and sealed boxes
Prepared merchandise for shipment
Affixed mailing labels to boxes or packages
Assembled products
Separated and routed packages for loading
Filled and packaged mail orders
Maintained a clean and safe work area

HEALTH CARE AIDE/ORDERLY

Assisted patients and nurses in _____(activity or duty)
Entertained bedridden patients
Delivered meals and medicines to patient rooms as directed by hospital staff
Assisted patients with personal care

LIBRARIAN AIDE

Upgraded filing system
Rotated books
Helped children in daily reading programs
Charged and discharged books
Organized magazines

Managed bindery
Classified books
Returned books to proper shelf position
Checked out books to public

BEAUTY SHOP ASSISTANT

Scheduled appointments for clients
Washed and styled clients' hair
Ran errands
Administered nail care
Specialized in hair weaving, coloring, braiding and setting
Supplied each work station with hair styling products and tools
Performed light maintenance

AWARDS/ACHIEVEMENTS FOR USE WITH ANY JOB

Promoted to _____(new position) in _____(amount of time)
Received certificate for _____(attendance, meritorious service, length of service, etc.)
Voted/named Employee of the Month for (month of)