



## Resume Template

*By Patty Ann*

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Everyone needs a helping hand now and again. And, thus the reason for this resume template. Here is all the instruction you need to create a great looking, straightforward resume for yourself.

### **Included in this Packet:**

- (1) Resume Template in Word to Edit
- (2) Two Successful Resumes Using this Template
- (3) Additional Template Suggestions for Your Future Use

### **Instructions for User:**

The template and this packet is a Word Document. It can be edited to modify the contents.

On the template, place all YOUR OWN information in the **RED** zones.

Remember when you are done filling in all the information, to:

- (1) Remove the extra unwanted sections and
- (2) Select All (Control + A) and change the color of the type to **BLACK**.

This is a two page resume. You may add or subtract relevant information about yourself. You may also add extra formatting such as bullets or indenting.

As a rule of thumb most human resource personnel like to review resumes in under one minute, as such is the simplicity and streamline style of this resume template.

**Resume of  
Your Name**

0000 Street Address, City, State Zip Code ▪ 000-000-0000

*Objective: To obtain a position in **name of industry** with a goal oriented company where my **name your specific** skills will be utilized and challenged.*

**Areas of Expertise**

**Skills**

- List skill here
- List skill here
- Add more

**Expertise**

- List expertise here
- List expertise here
- Add more

**Work History**

**Company Name** (Dates of employment) (list most recent job first)  
City, State  
*Title of Position Held*  
Duties: List job duties including any accomplishments.

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City, State  
*Title of Position Held*  
Duties: List job duties including any accomplishments.

*Note: Volunteer work may also be listed under Work History. (Delete this line.)*

**Education**

Trade School, College or Certification Name, Year Graduated City, State  
Your high school name, 200?, City, State

**References**

**Name**

*Person's job title or relationship*

Street address

City, WA Zip Code

Phone: 000-000-0000

**Name**

*Person's job title or relationship*

Street address

City, WA Zip Code

Phone: 000-000-0000

**Name**

*Person's job title or relationship*

Street address

City, WA Zip Code

Phone: 000-000-0000

Sample



## *EXAMPLES*

The following 2 resumes are Real-life Examples of implementing and using this template.

Although all the information on each resume, all identities and employer names have been changed for privacy.

Sample

**Resume of  
Tim Mathews**

30056 SE Timbers Lane, Culver City WA 98026  
000-000-0000 (cell)

Areas of Expertise

**Hands-on Technical Skills**

Assessment, Evaluation, Research & Repair of  
Motors and Mechanical Devices including:

- Motorcycles
- Domestic Cars
- Jet Skis/Wave Runners

Mechanical Electrical Systems  
Construction & Remodels  
Tractor & Backhoe Operation

**Soft Skills**

- Exceptional People Skills
- Customer Service Focused
- Understands the Big Picture
- Compliant & Adaptable
- Accelerated Learner
- Computer Literate
- Responsible
- Pragmatic

Work History

**Home Depot** (10/04 - 11/04)

Bellevue, WA & Phoenix, AZ  
Sales Associate

Duties: Focused on customer assistance in the hardware department; analyzed customer needs and helped them to make the proper purchase for their projects.

**Tiller Enterprises** (11/04 - 11/04)

Monroe, WA  
Construction Remodeling Crew

Duties: Demolition and reconstruction of home remodels that included framing, roofing, siding, plumbing, insulating, landscaping, drywall, excavating, and related jobs thereto.

**Carver's Automotive** (8/02 - 1/04)

Spokane, WA  
Auto Technician

Duties: Analysis, research, and repair to a variety of cars, trucks, and other mechanical devices; including job estimating, service writing, and troubleshooting.

Education

Motorcycle Mechanics Institute 2005  
Phoenix, AZ

Mt. Pleasant High School 2002  
Rockford, WA

*References Furnished Upon Request*

**Resume of  
Renee Smith**

PO Box 000 • 4450 SE Lakeview Drive, Issaquah WA 98027  
000-000-0000 • rsmith78@internet.net

**Professional Objective:**

To obtain a position in the natural food industry with a dynamic consumer oriented company.

**Food Industry Expertise**

- Well educated in natural foods, espresso/coffees, and wines
- First-hand working experience of food preparation and cooking methods
- Knowledge of WA state health codes
- Competently operated related restaurant equipment and electronic systems
- 25 years in food service, which included all facets of the industry: fast food, full service restaurants, gourmet, take out, catering events, and espresso/coffee shop
- Positions held include: cashier, hostess, waitress, server, baker, barrister

**Customer Service Skills**

- Efficient, competent, reliable, professional, and honest
- Ability to provide first-rate customer service in a wide variety of environments
- Customer focused

**Food Industry Work History**

***Little Italy*** 5 years  
Waitress and food preparation

***The Walnut Deli*** 2 years  
Food preparation and catering for all size events

***Pasta & Fresh Bread*** 1 year  
Food preparation and deli case displays

***Green Annie's Cafe*** 3 years  
Food and beverage server, and dessert baker

**Other Work Experience**

***Green Annie's*** 4 years  
Nursery assistance including preparation of hanging baskets/flower pots and plant sales

***The Bouquet Stand*** 3 years  
Assistant in cut flower and dahlia growing business, plus garden maintenance

**Education**

B.S. University of Maine, Agriculture/Horticulture  
Courses at NW Culinary Academy, Portland

*References Furnished At Your Request*

**Thank you for Previewing**



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**Thank YOU for Supporting**

