

Sample Resumes

[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

SKILLS/ABILITIES

Organizational/Management

- Handled stocking and assisted in managing flow of stock in grocery store
- Prepared weekly inventory reports and submitted to supervisor
- Recommended new stocking system, which reduced stocking time by four hours a week
- Served as treasurer of high school RC airplane club for two years
- Coordinated candy sale fundraiser for RC airplane club, which resulted in \$350 in profit
- Helped plan monthly “flyings” and quarterly meetings

Customer Relations

- Assisted grocery shoppers in finding products
- Provided carry-out service
- Created new customer comment program, which included a personal letter from the appropriate department head and increased customer satisfaction by 75%
- Served 78 customers on neighborhood newspaper route and handled billing and collections
- Initiated revised billing program for paper route, which increased on-time payments by 30%

Communication

- Wrote articles about RC airplane club for high school newspaper

WORK HISTORY

Stock clerk

Fourth Coffee, Maddington, FL

June 2001-present

Newspaper carrier

Consolidated Messenger, Coatsville, FL

June 1999-June 2001

EDUCATION

Graduate

Manhattan High School, Manhattan, KS.

June 2003

I. Chronological Resume

Devin Saunders
604 Harmony Lane
Wichita, KS 67214
(316)555-1234

SUMMARY

Mechanically inclined individual with numerous technical trade skills. Extremely hard-working with an outstanding record of success and achievement on the job. Skills offered include:

Machining	Landscaping	Plumbing
Carpentry	Mechanics	Hydraulics
Pneumatics	Inventory Control	Fork Lift Operator
Warehousing	Rigging	Job Pricing

EXPERIENCE

Manning Property Management, Augusta, GA
2005-2007

Repairman

Supervised the maintenance and upkeep for 75 rental and lease properties, including private single-family residences, multi-unit dwellings, and commercial spaces. Ordered repair parts and maintained inventory of frequently used items. Interviewed, hired, and managed sub-contractors for major repair work.

Community Resorts, Savannah, GA
2003-2004

Handyman

Performed routine maintenance and emergency repair work for 82-unit vacation resort. Compiled and maintained complete records on all major appliances. Supervised major renovations to building exteriors and interior

EDUCATION

Manhattan High School, Manhattan, KS.
1998-2003.

High School Diploma

II. Combined Resume

Chris Fong

604 Harmony Lane Derby, KS 67303 (316) 555-1234

CARPENTER

Residential and Commercial Construction

Skilled carpenter with 12+ years of experience in residential and commercial building.

Recognized for superior work ethic and quality production. "Hands-on" background and "down-to-earth" outlook. Established reputation for always completing projects correctly. Self-starter, well-rounded and accurate. Knowledgeable in all facts of building from drywall to plumbing and electrical. Have a perfectionist eye for quality and detail; take pride in knowing that projects are done to quality standards. Patient and persistent in approach to achieving goals. Gather facts and data to make decisions. Look for method, procedure or system to solve problems. Thrive in a team- and deadline-oriented environment. Promote a commitment to high standards of excellence. Capable of performing quality work from rough carpentry to cabinet making.

Demonstrated aptitude in all phases of carpentry, including:

Residential	Additions	Trim	Forklift operations
Commercial	Sheetrock	Tile Doors	Remodeling
New Construction	Cabinet installation	Plumbing/electrical	Good work habits

PROFESSIONAL EXPERIENCE

Collins Construction, Sharpsville, PA 1999-Present

CARPENTER

Built projects, including garages, residential homes and additions from start to finish using hand tools and air tools associated with carpentry.

Residential Carpenter's Union, Meadville, PA 1997-1998

JOURNEYMAN

Operated bobcat and forklift for loading and unloading materials. Light commercial projects included work with steel studs.

Turner Steel Services, Wheatland, PA 1989-1991

LINE OPERATOR, SHIPPING-RECEIVING

Operated forklift and overhead crane. Managed 12-inch leveling line. Packaged, loaded and invoiced materials.

EDUCATION

High School Diploma, 2003, Manhattan High School. Manhattan, KS. 66502

Resume Practice

Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____

Email Address: _____

Objective: _____

Summary of Skills (list about 6 skills):

_____	_____
_____	_____
_____	_____

Work History: (Include all periods of employment that ended positively.)

1. Company Name: _____

Job Title: _____ City: _____ State: _____

Date Employed (Mo./Yr.) _____

Briefly describe what you did:

2. Company Name: _____

Job Title: _____ City: _____ State: _____

Date Employed (Mo./Yr.) _____

Briefly describe what you did:

3. Company Name: _____

Job Title: _____ City: _____ State: _____

Date Employed (Mo./Yr.) _____

Briefly describe what you did:

Education: _____ Date Graduated: _____

Honors/Awards/Achievements _____