

My Sample Resume

Street address, City, State Zip Code. Area code + phone number
E-mail address

Job Objective (optional)

The specific job you want, written to show you understand the employer's needs and point of view, using keywords from the job announcement.

Key Qualifications or Profile (optional—choose only a few of your strongest points)

- related technical knowledge
- related research experience
- spoken & written communication or language skills (bilingual?)
- related organization skills
- related helping/teaching/training experience
- related supervision/leadership accomplishments
- related financial accomplishments
- personal characteristics that make you suitable for this job

Education

High School, city & state

completion certificate/diploma/GED. GPA (if it's good).

Awards, honors (Dean's list, honor roll, student government, MVP, etc.)

College, city & state

degree or certificate ("in progress" if still in school; estimated date of completion). GPA (if it's good).

Awards, honors (Dean's list, honor society, student government, MVP etc.)

Relevant Coursework (optional)

- advanced courses directly related to the job you're applying for
- courses that result in certifications
- NOT general education, basic, or unrelated courses

Work Experience (including volunteer jobs if relevant or if you don't have paid work experience)

Company 1, City, State

Dates worked (Month and year "to present" for your current job)

Job title

Achievements (using active verbs: *generated, assisted, supervised, coached, trained, responded*)

Company 1, City, State

Dates worked (Month and year to month and year)

Job title

Achievements (using active verbs: *generated, assisted, supervised, coached, trained, responded*)

Skills (including the ones you may have listed in Key Qualifications)

- Specific computer hardware & software you know that relate to the job
- Specialized knowledge (for example, real estate, insurance, counseling, programming)
- Similar experience in a similar job
- Fluency in more than one language (spoken or written) or experience in transliteration

Community involvement (optional)

- student government
- community volunteerism
- clubs & organizations related to the job or that reflect well on you

College Student

111 First Avenue, North End, CA 11111. 555-555-5555.
myprofessionalemail@gmail.com

Job Objective

Registered veterinary technician position in a shelter doing intake processing, collecting samples, running tests, observing animal behavior, working with the public, assisting visitors, and encouraging responsible pet ownership.

Profile

- Broad knowledge of shelter medicine and understanding of current issues in veterinary medicine
- Able to prioritize and balance many competing responsibilities and work with constant interruptions
- Computer literate and able to learn new systems and programs quickly

Education

North End High School, North End, CA

Diploma awarded 2010. Junior Class Secretary; First Chair Flute, Symphonic Band; Girls' Volleyball MVP

North End Community College, North End, CA

Certificate in Veterinary Assisting, awarded December 2011. Associate of Science, Veterinary Technology, in progress. Expect to graduate/transfer in May 2013. 3.89 GPA, Dean's list, Phi Theta Kappa Honor Society

Relevant Coursework

- Pharmacology for Veterinary Technicians
- Shelter Medicine
- Public Health and Infectious Disease

Work Experience

College Success Center, North End Community College, North End, CA

Biology tutor. August 2009 to present

Tutored students individually & in small groups, supervised exam study groups, generated practice questions, monitored student progress, greeted visitors, answered phones, filed forms.

Friendly Buddy Shelter, East North Grove, CA

Veterinary Assistant Intern. September 2011 to December 2011

Reconstituted vaccines, performed intakes and physical exams, performed fecal tests, assessed behaviors, administered treatments, performed sanitation techniques, ran inventory, walked dogs, greeted visitors.

Happy Companion Veterinary Clinic, West North Grove, CA

Volunteer Worker. March 2010 to September 2011

Greeted visitors, made appointments, generated invoices, sold products, received payments, socialized animals, walked dogs, assisted visitors in selecting an animal to adopt, swept floors, cleaned and disinfected cages.

Skills

- Broad, current knowledge of animal anatomy, physiology, shelter medicine, and public health issues
- Strong work ethic and multitasking skills: held two part time jobs and attended school full time, maintaining high GPA
- Computer literate on both Mac and PC operating systems, MS Office proficient
- Excellent written and spoken English and familiarity with conversational Spanish
- Ability to take direction, work independently, and collaborate with others

Contributed by Rosemary McKeever



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