

Q5 Parts of a Resume Quiz - Sample Resumes

Directions: You will need these to review the three sample resumes to answer the questions in the Parts of a Resume Quiz.

Resume 1:Veterinarian

Contact Information

Name: Reshawn Smith

Phone: (987) 654-3210

Email: taylorssavespets@samplemail.com

Address: Petville, USA

Professional Summary

Caring veterinarian with experience helping animals feel better. Skilled in diagnosing pet health issues, performing surgeries, and talking with pet owners about keeping their animals healthy.

Experience

Veterinarian

- Healthy Paws Animal Clinic (2016–Present)
 - Examine pets to check their health.
 - Gives vaccines to protect animals from diseases.
 - Identifying animal needs and performing surgeries.

Veterinarian Assistant

- Pet Rescue Center (2012–2016)
 - Helped sick animals recover.
 - Taught families how to care for their new pets.

Education

- Petville University (Doctor of Veterinary Medicine, 2012)

Skills

- Animal care
- Problem-solving
- Talking with pet owners and coworkers



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- Veterinary medicine and surgery

Resume 2: Library Assistant

Contact Information

Name: Taylor Lee

Phone: (555) 123-4567

Email: taylorlee@example.com

Professional Summary

Organized and friendly helper who loves books. Skilled at keeping things neat and helping others find what they need.

Experience

Library Helper

Hometown Library, Hometown, USA | January 2023 – Present

- Organized shelves and checked in books.
- Helped students find books for school projects.
- Developed small activities like story time.

Education

Hometown Middle School, Hometown, USA | Expected Graduation: 2026

Skills

- Alphabetizing and organizing
- Friendly communication
- Dependability



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Resume 3: Head Baker

Contact Information

Name: Alex Bakes

Phone: (123) 456-7890

Email: alexbakes@samplemail.com

Address: Sweet City, USA

Professional Summary

Creative baker with a passion for making delicious treats like cakes, cookies, and bread. Skilled at decorating cakes and working with customers to make their special events memorable.

Experience

Head Baker

- **Cake Town Bakery** (2021–Present)
 - Mixes and bakes cookies, bread, and cakes.
 - Decorates custom cakes with frosting, flowers, and designs.
 - Helps customers choose desserts for parties.

Pastry Chef Assistant

- **Sugar Rush Café** (2018–2021)
 - Made cupcakes, pies, and brownies.
 - Organized baking tools and ingredients.
 - Worked in a team to keep the kitchen clean and safe.

Education

- Sweet City High School (Diploma, 2015)

Skills

- Cake decorating
- Time management
- Working in a team
- Customer service



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