

Review the resumes below. Based on the resumes, answer the questions on the next page.

Kendall Green

426 Sarah Ln., Wood Dale, IL 60191
Home: 630.111.1111 Cell: 766.444.4444
Email: kgreen123@yahoo.com Twitter: @kendallgreen

OBJECTIVE

A part time position in a retail store that sells music, books or sporting supplies.

EDUCATION

Fenton High School, Bensenville, IL
High School Diploma Anticipated in May 2015
Specialized Courses: Web Design, Fashion Design, Entrepreneurship, Work Program

AWARDS & HONORS

National Honor Society
John C. Robinson Award for Excellence in Business Technology

WORK EXPERIENCE

Office Associate
Franklin's Lawn & Garden Services, Wood Dale, IL
2013 to Present

- Assist family business providing lawn and yard care services for 25 neighborhood homes
- Create and distribute over 200 flyers about lawn services using Print-to-Pretty software
- Create invoices for monthly billings and enter payments into Quick spreadsheet software

Cashier
Chuck's Sodas & Pizza, Bensenville, IL
2011 - 2013

- Operated cash register, POS, and frequent guest card system
- Restocked condiments, napkins and maintained a clean counter
- Provided great customer service for walk-in customers

VOLUNTEER & COMMUNITY SERVICE

Big Kids Society, Elmhurst, IL
Summer 2015

- Tutored 30 elementary students in Math and Language Arts

McHenry Public Library, McHenry, IL
Summer 2014

- Helped organize summer reading program for approximately 300 young readers
- Led weekly reading discussion groups

SKILLS

- Proficient with Microsoft Word, Excel, and PowerPoint
- Proficient in DreamWeaver and PhotoShop
- Bilingual in Spanish and English

JESSICA ROBERTS

6 Elm Avenue · St. Charles · IL · 91733
766.444.4444 (cell) · jessicar@gmail.com
LinkedIn Profile: jessicar.linkedin.com

OBJECTIVE

Energetic, responsible, and experienced student looking for a summer camp counseling position.

SPECIAL SKILLS

Lifeguard and CPR certified
Currently preparing for the ECE certification
Fluent in Polish and Bulgarian
Knowledgeable in the Spanish language

EDUCATION

St. Charles East High School, St. Charles, IL

Anticipated High School Date of Graduation: May 2016
Courses: Child Care Practicum, Human Development, Taste of Teaching
Current Cumulative GPA: 4.0/4.0

EXPERIENCE

Stocklerbridge Hospital, Stockler, IL 2013 - current
Pediatric Ward Volunteer

- Plan weekly art and music activities for 20-25 extended care patients
- Organize and maintain children's play area
- Transport pediatric patients to hospital appointments and escort parents around the hospital

May Recreation Department, Madison, WI Summer 2014
Camp Counselor

- Led arts, crafts, sports, games, camping and hobby workshops for groups of 8-10 year olds
- Monitored groups of up to 15 children on weekly field trips to the zoo, water parks, and on walking tours
- Monitored camper drop off and pick up points
- Provided basic first aid care

ABC Day Care, Elk Grove, IL 2013 -2014
Day Care Assistant

- Cared for 25 children between the ages of 6 mo. and 5 years
- Organized daily snack, meal, and nap times
- Taught basic academic skills such as the alphabet & number system

Review the CONTACT INFO section.

1. What guidelines should you follow when including your email address?
2. Why would a person want to include their social media information?
3. Before providing your phone number, what should you do?

Review the OBJECTIVE sections and answer the questions.

1. What is the purpose of the objective heading?

Review the EDUCATION sections and answer the questions.

1. How would you choose which courses (if any) to include?
2. How high should your GPA be in order to put it on your resume?

Review the EXPERIENCE section and answer the questions.

1. In what order should you record your experiences?
2. What identifying information should be included for each experience?

3. What types of experiences can be included in the EXPERIENCE section?

4. How do you know which verb tense to use when describing what you did at each experience?

5. What can you do to make your experiences stand out?

General Guidelines:

1. Aside from objective, education and experience, what other information may you want to include on a resume?

2. How would you keep the formatting of a resume consistent?

3. Where should you include information regarding references.

4. How often should you change your resume?

5. What can you do to make your resume VISUALLY stand out?

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