

# RESUME TEMPLATE

## For Students With Work Experience

1. Begin by making a copy of this document and saving to your personal Google drive.
2. Your resume should be **one page**.
3. While this template includes all sections of a resume, you are encouraged to delete some and use only the most relevant sections. For instance, you may choose to delete the objective section to allow more space for your work experience.
4. Make sure you have NO misspellings or grammatical errors on your resume. After you check it, always have someone else check it over for you as well.
5. All of your information should be up-to-date and correct.
6. Make sure you delete the first 2 pages of instructions and sample resume when saving your final resume and that it is **one page**.
7. A resume is called a “working document” because it changes over time. Always save your resume file in a place where you can easily find it in the future to update it.
8. The resume below is a sample completed using the template that you will find on the 3rd page of this document.

# Juan Ramirez

SANTA CRUZ, CA 95060  
(123) 456-7890  
NO\_REPLY@EXAMPLE.COM

## Skills

Bilingual, Listening, Resolving Conflict, Communication, Time Management, Problem-Solving, Team-Player, Positive Attitude.

## Experience

JAN 2021 - PRESENT

### **Macy's, Capitola Mall** – *Customer Service Team Member*

- Greeting customers: Politely welcoming customers as they enter the store or establishment.
- Assisting with inquiries: Helping customers find products, providing information, and answering questions about the products or services offered.
- Cash handling: Operating a cash register, handling transactions, and providing accurate change to customers.

DEC 2019 -MARCH 2020

### **Taqueria Vallarta, Santa Cruz CA** – *Restaurant Assistant*

- Order accuracy: Ensuring that orders are correctly taken, prepared, and delivered to the customers as requested.
- Table setting and bussing: Setting tables, clearing and cleaning tables between customers, and preparing them for the next guests.
- Food preparation: Assisting in basic food preparation tasks, such as chopping ingredients, assembling dishes, or preparing beverages.

## Education

AUG 2019 -JUNE 2023

### **HARBOR HIGH SCHOOL, Santa Cruz CA** – *Class of 2023*

My favorite class was CTE Bike Tech. I took both the intro and the advanced classes. I also played on the varsity soccer team all four years of high school.

## References

**Chad Kriz**, CTE Instructor  
chadkriz@sccs.net

**Maria Sanchez**, Macy's Manager  
maria@macys.com

# Your Name

YOUR CITY, ST 12345  
 (123) 456-7890  
 NO\_REPLY@EXAMPLE.COM

**Skills** See a list of [skills](#) to choose from.

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**Experience** See instructions for [formatting experience](#).

MONTH 20XX - PRESENT

**Company Name, Location** - *Job Title*

- List something you were responsible for see this [experience](#) link for examples.
- List something you were responsible for see this [experience](#) link for examples.
- List something you were responsible for see this [experience](#) link for examples.

MONTH 20XX - MONTH 20XX

**Company Name, Location** - *Job Title*

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## Education

MONTH 20XX - MONTH 20XX (year you plan to graduate)

**School Name, Location** - *Class of?*

This is a space for you to write down any subjects you truly enjoyed and excelled at. It is always helpful to say you took a Career Technical Education (CTE) class which helped prepare you for future employment .

**References** See instructions for [references](#).

Name, position  
email

Name, position  
email