

Resume Template / Guide*

See below for a template of a standard resume that you may use to guide someone through the process of writing a resume from scratch. Please also see the comments on the side panel for guidance and tips (and please do not resolve them)!

To see a complete sample of a resume following these guidelines, see page 3.

*If you would like to edit directly on this resume template, please make a copy of the document first so that others can view the blank version!

You can do this by either:

- 1) copy/pasting the template onto a new document or
- 2) clicking the “File” tab on the toolbar above and selecting “Make a copy.” To clear the guiding comments provided throughout, click the checkmark at the top right of the comment to “resolve” it.

The recommended use of this guide is to create your own draft using the template and guidance below (in this case, the best way to learn is by doing). While you work, it is essential that you have a copy of the job listing/description for reference and one or more people to provide encouragement and support, help make edits, give you feedback, and turn your resume into the best version of itself!



[First & Last Name]

[Full Mailing Address]

Cell: [____], Email: [_____]

SUMMARY: I am a _____[adjectives that describe you as a worker - try to reflect language in the job posting]____ employee with _____ years of relevant [Industry] experience.

QUALIFICATIONS

- _____ years of experience in [Industry] and _____[language reflecting posting on why your experience makes you an excellent fit for the job]_____
- Excellent [skills] skills, commitment to [primary job function], and passion for [company value] - check their website's about page]
- Possesses a valid [necessary certification like a Driver's License or WA Food Worker Card]

EXPERIENCE

[Name of Employer] – [City, State where the job was based] | [Month/Year of Start Date] – [Month/Year of End Date]

[Job Title/Position]

- [Past tense verb] _____[description of job duties]_____

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- [Past tense verb] _____[description of job duties]_____

[Name of Employer] – [City, State where the job was based] | [Month/Year of Start Date] – [Month/Year of End Date]

[Job Title/Position]

- [Past tense verb] _____[description of job duties]_____

EDUCATION

[Diploma/Certification/Degree], [Major], [Minor], [High School/College/University] – [City, State where educational institution is located] – [Graduation Year]



Isabel Diwata Zarate

9208 Holman Rd NW, Apt 9, Seattle, WA, 98117

Cell: 415-899-8145, Email: diwata.zarate99@gmail.com

QUALIFICATIONS

- 7 years of combined retail, stock, and food industry experience
- Excellent customer service skills with the ability to adapt quickly
- Fluent in Spanish and Tagalog, proficient in Portuguese
- Possesses a valid WA Food Workers Card

WORK EXPERIENCE

Hood Famous Cafe + Bar – Seattle, WA | *December 2019 – March 2020*

Barista

- Worked with a team to provide excellent customer service and to celebrate Filipino culture through specialty beverages and baked goods
- Crafted industry staples and specialty espresso beverages in a fast-paced environment while maintaining a high level of efficiency, quality control, and cleanliness

Lucky Brand Jeans University Village – Seattle, WA | *May 2018 – November 2019*

Lead Stock Associate

- Assisted sales associates and management by organizing stockroom, processing shipment, performing markdowns, and aiding in floor set and movement of store fixtures

Sephora University Village – Seattle, WA | *October 2016 – May 2018*

Cashwrap Coordinator (Cashier Supervisor)

- Assisted and informed clients on our luxury cosmetic products and beauty services
- Assisted management in maintaining store operations, tracking and implementing metric responses, instituting company standards, training, and supervising employees

Nothing Bundt Cakes – Issaquah, WA | *February 2012 – September 2016*

Guest Service Representative and Cake Decorator

- Assisted and informed clients about our products at front of house
- Worked alongside bakers to frost and decorate cakes in an efficient manner
- Maintained operations, instituted company standards, and facilitated supplier relations

EDUCATION

Bachelor's Degree, English - Creative Writing, University of Washington – Seattle, WA – 2016

Certificate in Entrepreneurship, Continuing Education, North Seattle College – Seattle, WA, – 2020