



Sutter County One Stop Resume Worksheet

Name: _____

City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____

Professional Email Address: _____

JOB OBJECTIVE: (EXAMPLES)

- ◆ **For career changers:** Accomplished Administrator with 10 years experience seeking to leverage extensive background in personnel management, recruitment, employee relations and benefits administration in an entry-level human resources position. Extremely motivated for career change goal and eager to contribute to a company's HR division.
- ◆ **Entry-level workers:** Dedicated CSU graduate pursuing a Help-Desk position
- ◆ **When targeting a specific position:** Medical Assistant for Rideout Hospital

IDENTIFY YOUR SKILLS:

Instructions: This worksheet was developed to provide some statements that you may want to include on your skills resume. Not all of these skills/attributes will apply to you. Read through the lists and mark the boxes that are applicable to you.
*You should make your selections based on the skills you are confident you have mastered.

Languages

- ◆ Bilingual: _____ and _____
- ◆ Multilingual: _____, _____ and _____
 - Read, write and speak fluently
 - Able to communicate clearly and effectively

Communication Skills

- ◆ Able to maintain composure even under difficult, stressful situations
- ◆ Pleasant and professional at all times
- ◆ Patient, kind and tolerant demeanor
- ◆ Ability to communicate clearly and effectively
- ◆ Presents ideas clearly
- ◆ Quickly establishes an excellent rapport with people
- ◆ Attentive listener/exhibit genuine interest in customer needs
- ◆ Easily relate to diverse personalities

Office Skills

- ◆ Filing
- ◆ Telephone etiquette: Able to professionally answer telephone, transfer/route calls, and record messages
- ◆ Maintain accurate records
- ◆ Typing _____ wpm / 10-key / Data entry
- ◆ Schedule appointments
- ◆ Operate office equipment: *(list equipment)*
- ◆ Computer Applications: *(list software/example, Word, Excel)*

Relevant Skills/Personal Attributes

- ◆ Class C drivers license, excellent driving record and reliable transportation
- ◆ Critical thinker/able to use logic and reasoning to identify strengths and weakness of alternative solutions
- ◆ Works responsibly, independently and also exceptionally well as a team member
- ◆ Cooperative/ Follows instructions and learns from others
- ◆ Detail oriented/meticulous about the quality of my work
- ◆ Quickly and efficiently masters new job skills
- ◆ Works well with others to accomplish a common goal
- ◆ An experienced team player, bringing enthusiasm and energy to group efforts
- ◆ Demonstrate professional appearance and etiquette

- ◆ Able to handle a multitude of details at once working under pressure to meet deadlines

Willing to learn and accept new assignments with enthusiasm and have a strong desire to excel Organizational Skills

- ◆ Major strengths in time management
- ◆ Creates a pleasant, clean working environment
- ◆ Manages and meets changing priorities and deadlines.
- ◆ Takes pride in getting the job done quickly and completely
- ◆ Time efficient, fast worker/take initiative

Increased Profitability (Customer Service & Safety)

- ◆ Skilled at operating computerized cash registers, scanners and affiliated POS system
- ◆ Basic/Average/Proficient skills in MS Word and Excel
- ◆ Marketing and sales experience
- ◆ Merchandising and Stocking
- ◆ Cash-Handling Accuracy
- ◆ Able to meet and exceed quality standards for service
- ◆ Ability to evaluate and ensure customer satisfaction
- ◆ Ability to promote and sell products or services
- ◆ Active listener/give full attention to what other people are saying
- ◆ Healthy fit individual/demonstrate proper lifting techniques to ensure safety
- ◆ Accountable/always fulfill obligations
- ◆ Take initiative/highly motivated to achieve goals and complete assigned tasks
- ◆ Safety compliant/adhere to safety policy

ACTIVITIES/COMMUNITY INVOLVEMENT:

- | | | |
|---------------------------|----------------------|--------------------------|
| ○ School Clubs | ○ Awards/Recognition | ○ Fundraising Activities |
| ○ Volunteer Work | ○ Committee Work | ○ Youth Groups |
| ○ Church Group Activities | ○ Trophies | ○ Sports Teams |
| ○ Attendance Awards | ○ Culture Club/Dance | ○ Other: _____ |

EXPERIENCE / EMPLOYMENT HISTORY:

(List most recent job/externship/volunteer work first)

Employer / Name of Company: _____

Address (city, state): _____

Job Title: _____

Start/End Dates: From: _____ To: _____

Description/Duties:

- _____
- _____
- _____
- _____

Employer / Name of Company: _____

Address (city, state): _____

Job Title: _____

Start/End Dates: From: (Month & Year) _____ To: _____

Description/Duties:

- _____
- _____
- _____
- _____

Employer / Name of Company: _____

Address (city, state): _____

Job Title: _____

Start/End Dates: From: (Month & Year) _____ To: _____

Description/Duties:

- _____
- _____
- _____
- _____

EDUCATION/CERTIFICATIONS/TRAINING:
(Start with highest level of education and work backwards)

School : _____

Location (city, state): _____

Diploma, Certificate or Degree earned: _____

Year to Graduate: _____
*(*Do not include year graduated from high school if already completed)*

School : _____

Location (city, state): _____

Diploma, Certificate or Degree earned: _____

Year to Graduate: _____
*(*Do not include year graduated from high school if already completed)*