

RESUME STARTER KIT

Make your own practice resume with this easy form.
You can use it to input into WinWay, a software program to help you
build resumes, available at Workforce Solutions Texoma.

Your Name _____
Your Address _____
Your City _____
Your Home Phone _____
Your Work Phone _____

OBJECTIVE (what job or type of work you are looking for): _____

WORK EXPERIENCE (start with current or most recent job):

Job Title: _____ From: _____ To: _____
Company: _____ City/State: _____
Duties: _____

Summary:

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Duties: _____

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Job Title: _____ From: _____ To: _____
Company: _____ City/State: _____
Duties: _____

Summary:

[See back for additional information]

EDUCATION (list high school/G.E.D., college credits, degrees, certificates, vocational training, professional training, licenses):

Classes/Degree: _____ Date: _____
School: _____ City/State: _____

Classes/Degree: _____ Date: _____
School: _____ City/State: _____

REFERENCES

Available on Request

RESUME TIPS

- ✓ Although a resume needs to be one page, never crowd your resume, emphasize your important points but leave white space
- ✓ Always use a good quality printer for final copies
- ✓ Emphasize transferable skills: What assets are you bringing to your next employer? Example include: computer skills, languages, typing speed, welding.
- ✓ Market personal traits: Are you easy going, deadline oriented, good with problem customers, troubleshooter?
- ✓ Do not include personal information: age, weight, marital status, hobbies, religion, year graduated from school
- ✓ Add volunteer work and special training/courses such as fundraiser coordinator and CPR.
- ✓ Always send a cover letter explaining what you can do for the new employer
- ✓ Put the most important information near the top
- ✓ Make your accomplishments measurable: How many people did you supervise? How many customers did you serve each day? Did you increase sales? Did you implement new ideas that saved the company money?
- ✓ Check for accuracy: spelling, grammar, address, phone number, dates
- ✓ Have at least 3 people review it for errors, style, format and/or general input
- ✓ Follow up questions: Was your resume received? Do they have questions? When will interviews be scheduled? May I have an interview? Can you tell me more about the job?
- ✓ Keep a copy for your records: start a file and keep your job hunting paperwork organized (resumes, cover letters, job ads, notes, company research)

Using WinWay Resume software: Staff are available in the Resource Room at Workforce Solutions Texoma to help you get started.

- **Open WinWay - double click on picture of pencil on the computer screen**
- **Double click on name section – type in your information – click OK**
- **Continue with the other sections – remember to SAVE and PRINT a copy**

Notes: Click on THEMES for other formats. Click on SAMPLES for resumes by job title that you can use to start your own.