

SEVEN STEPS OF BUILDING A RESUME

- ① Include your contact information at the top of the resume

JOHN SMITH

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
your@email.com

- ② List previous work places, titles, and employment dates

PROFESSIONAL EXPERIENCE

ABC PAPER COMPANY, Garden Grove, CA
Warehouse Worker, September 2018 – Present

- Unload trucks and check in merchandise as it arrives
- Sort new merchandise onto proper shelf space
- Process orders, pull merchandise, pack boxes, and prepare them for shipping
- Assist with inventory checks
- Organize warehouse and work area for safety and efficiency

- ③ List 3 - 5 duties or achievements from your previous work experience

BURGER EXPRESS, Santa Ana, CA
Crew Member, June 2017 – August 2018

- Addressed customers in a friendly manner at drive-thru window and in the dining hall
- Restocked supplies as needed
- Assisted cooks in fulfilling customer orders
- Trained 2 additional crew members on register procedures
- Maintained cleanly appearance of store and equipment
- Resolved customer complaints quickly and professionally

- ④ Begin each bullet point with an action verb

EDUCATION

Santa Ana High School, Santa Ana, CA
May 2018

- ⑤ Try to include as many quantifiable points as possible

ADDITIONAL SKILLS

- Valid California Food Handler's Permit
- Bilingual in Spanish and English

- ⑥ Include educational background

- ⑦ Any additional information (certifications, skills, awards, publications, etc.) should be listed at the end of the resume

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