

Learn about resumes

Many employers ask you to apply for a job with a **resume**. Even if a company doesn't ask you to submit a resume, you can use it to help you fill out a job application.



A **resume** is a written summary of your education, training, and work experience. It also lists your contact information and any special skills.

A resume usually includes your:

- Name
- Address
- Telephone number
- Email address
- Education
- Training
- Work experience
- Special skills

Here's a sample resume Leland wrote to apply for a job as a crew member at FastFood restaurant.

Leland Been

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STRENGTHS

- Customer service excellence
- Highly organized
- Ability to learn quickly
- Honesty and integrity
- Excellent at math
- Strong communication skills

Employment history

Jan. 2019 - present

Cashier, Wendy's

St. John's

- Provided excellent customer service to ensure a pleasant checkout experience
- Followed all food service and safety procedures accurately
- Worked as a productive and dependable team member by helping coworkers
- Used problem-solving skills to address any customer issues or concerns
- Remained punctual, respectful, and reliable at all times

Jan. 2019 - Dec. 2019

Server, Domino's Pizza

Paradise

- Listened to customers with respect and served them quickly
- Took orders accurately and made sure that customers were satisfied
- Kept a neat and clean environment at all times by following guidelines
- Recorded and reported any problems to a supervisor in a timely manner
- Approached each work shift with enthusiasm, honesty and integrity

EDUCATION

Jan. 2018	Diploma - School of Hospitality, ABC Community College	Italy
May 2016	High School Diploma, New City High School	Italy



Let's talk about it

It is helpful to look at examples of other people's resumes to think about what you want to include in yours and why.

- What do you like about Leland's resume?
- If you were the employer, would you want to hire Leland? Why or why not?
- What could Leland do to make his resume better?
- Have you written a resume before?