

# Resume Guide

**Your full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
City, State Zip

**Area code and phone:** \_\_\_\_\_

**Objective:** \_\_\_\_\_  
(Describe your career goal or ideal job)

## Work History:

1. Job title: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name, City, State: \_\_\_\_\_

Duties/achievements: \_\_\_\_\_

2. Job title: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name, City, State: \_\_\_\_\_

Duties/achievements: \_\_\_\_\_

**Education** – School name: \_\_\_\_\_ Hollister, CA

Dates of attendance: \_\_\_\_\_

\_\_\_\_\_  
(GPA over 3.0; Honors & awards, accomplishment or certificates)

**Skills:** \_\_\_\_\_

**Positive Personal Traits:** \_\_\_\_\_

**Clubs, Community Service and Organizations:** \_\_\_\_\_

**Interests and Hobbies:** \_\_\_\_\_