

Resume Card Examples

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Alex Hansen**Home: (918) 756-0987****Seeking Position As:** Assistant Manager in Retail**Skills:**

Enthusiastic, honest, reliable and organized, good with the public and can handle pressure well.

Experience:

Sales Clerk, Walmart
Can document and deposit cash and checks from daily sales, write weekly account reports and handle charge slips. Can program pricing changes on merchandise.

Training:

Retail Sales and Management Certificate
Jamestown Community College

2

Rachel Howe**Home: (876) 888-9998****Seeking Position As:** Medical**Skills:**

Likes to work with people, dedicated, reliable and hard working.

Experience:

Candy Stripe Volunteer, North Hospital
Nurses Assistant, Village Nursing Home
Can give shots, take vital signs, give CPR and assist doctors with in-office procedures.

Training:

Medical Assistant Certificate, ITM Training Program
Nurses Assistant Certificate, North High School
Volunteer Training, North Hospital

3

Tony Winn**Home: (918) 675-0987****Seeking Position As:** Auto Technician**Skills:**

Self starter, creative, problem solver, reliable.

Experience:

Parts Clerk, Alto Auto Parts
Auto Tech Intern, Bransen Auto Repair
Can repair brakes, mufflers, oil changes, tune-ups and most minor repairs on Hondas and Toyotas.

Training

Auto Technology Certificate, Community
Vocational Training Center

4

Lynn Kane**Home: (698) 456-1234****Seeking Position As:** Clerk/Secretary**Skills:**

Organized, can handle pressure well, detail oriented, dependable.

Experience:

Office Clerk, Hilton Elementary
File Clerk Inter, Dolby Insurance
Can type at 55 wpm, file, answer phones, take messages, complete mailings.

Training:

Typing, keyboarding, & beginning computer,
West High School; Office Occupations Certificate,
West Vocational Program.

Resume Card Examples

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Alicia Thomas **Home: (768) 456-9876**

Seeking Position As: Computer Operator

Skills:

Can cope well with deadlines and pressure, seeking a challenge, flexible.

Experience:

Clerk, Farrel City Hall - Can use Windows 95 or above, Microsoft Office and keyboard at 50 wpm.

Training:

Keyboarding, Computer Skills, Farrel High School

6

Lonnie Smith **Home: (909) 777-0909**

Seeking Position As: Hotel Management

Skills:

Likes to work with people, hard working, seeking challenge.

Experience:

Clerk, Holiday Inn; Assistant Manager, Hampton Inn – can run the front desk, supervise hotel staff, complete weekly and monthly reports.

Training:

Hospitality Management Program, Wabash Junior College; Travel Agent Certificate, Wabash Vocational Training Program; Hospitality Academy, Wabash High School

7

Jason Tolbert **Home: (676) 878-5543**

Seeking Position As: Pre-School Teacher

Skills:

Good with children, responsible, self-motivated

Experience:

Classroom aide, Children's World; Teacher Aide Intern, Head Start - can plan lessons, organize art and music activities, supervise playground and lunch.

Training:

Early Childhood Education, 9 units, Jasper Community College; Child Care Certificate, Jasper Adult Education; Child Development, Jasper High School

8

Lucinda Black **Home: (989) 444-5565**

Seeking Position As: Optician

Skills:

Seeking challenge, learns quickly, reliable, hard working.

Experience:

Optician Intern, Lense Crafters - can grind lenses, fit glasses and complete prescription orders. Hospital Volunteer, Howard County Hospital - can assist patients with meals, bathing and exercise.

Training:

Optical Certification, Howard Technical School Medical Academy, Howard High School Howard Hospital Volunteer Training Program

Why Use a Resume Card?

Resume Cards are short and clear

They have just enough information to read quickly.

Resume Cards leave a positive impression

They give positive information about the job seeker.

Resume Cards are easy to remember

They are short and different so people will remember them.

Resume Cards look professional

They are typed and printed on good quality paper.

Resume Cards are easy to give away

They are easy to hand to people during an interview or a first contact.

They can be attached to applications, resumes, and thank you notes.

They can be used as a business card or when answering questions.

Resume Cards give important information to the employer

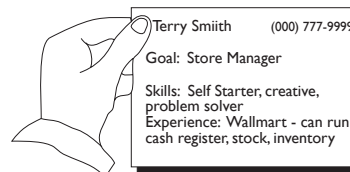
They give the employer information about the job seeker.

Employment goals

Skills

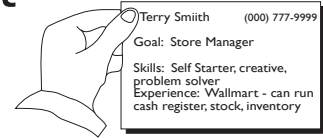
Experience

Training



Resume Card Worksheet

Use this Worksheet to collect information for your Resume Card.



What position would you like to have? _____

Your employability skills: _____

Paid experience - where, dates, job duties: _____

Internship or apprenticeship positions - where, dates, job duties:

Volunteer positions - where, dates, job duties: _____

College or training courses - where, dates, skills learned: _____

Related high school programs or courses - where, dates, skills learned:
