

# Sample Resume

**Jennifer Rockwell**

**9876 Beverly Drive, Smith Town, Texas, 87654, (999) 888-7777**

**Position Desired:** Insurance Claims Adjuster

## Preparation & Experience

Over three years of experience working in the insurance industry. Positions include claims adjuster and office clerk. Can complete claims files accurately and quickly. Excellent people skills. Gathers the correct information to settle claims quickly. Acted as Secretary of the Student Business Association, Smith Town High School.

## Education

Allstate Insurance Training Center, Houston Texas; Claims Adjuster Certificate

Smith Community College, Smith Town, Texas; 24 units in Business Program

Smith Town High School, Smith Town, Texas; Business Academy Certificate, Diploma

## Experience

- 6/14-Present    Claims Adjuster, Allstate Insurance, Smith Town, Texas  
Organize claims file, collect information on each insurance claim, contact repair companies for estimates, submit final claims, input data on computer  
Awarded for highest number of settled claims for the month of September.
- 7/12-6/14        Clerk, Harrison Insurance, Smith Town, Texas  
Greeted the public, took phone messages, distributed mail, typed memos and letters, filed claims information, arranged appointments. Had excellent evaluations; promoted from Clerk 1 to Clerk II in first three months; received maximum raises every six months.
- 9/11-6/12        Adjuster Intern, Harrison Insurance & Smith Town High School Business Academy, Smith Town, Texas. Assisted with claims filing procedures, collected information related to each file, used computer, made phone contacts with customers and businesses. Received awards for attendance and grades.
- 6/10-9/11        Counter Person, Burger King, Smith Town, Texas  
Took orders, ran cash register, ran drive up window, opened and closed the restaurant. Employee of the month.

## Skills

Flexible, efficient, can work well under pressure and with the public.

Can operate equipment, including a computer, Microsoft Office program, a multi-functional phone, and several copy machine models. Maintained a 3.5 grade point average through high school and college.

## References

Jared Atwood, Business Department Head, Smith Town High School, (999) 898-8765

Alexis Harvey, Supervisor, Harrison Insurance, Smith Town, Texas, (999) 898-5566

Harold Mackey, Senior Claims Adjustor, Allstate Insurance, Smith Town, Texas, (999) 898-7778

# Resume Worksheet

Use this worksheet to collect information for your resume.



## Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Message: \_\_\_\_\_ Fax: \_\_\_\_\_

What position would you like to have? \_\_\_\_\_

## Education & Training

Specialized work training course: \_\_\_\_\_

Name of institution: \_\_\_\_\_

City & State: \_\_\_\_\_

Certificate Earned & Date: \_\_\_\_\_

College or University: \_\_\_\_\_

City & State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Academic Major: \_\_\_\_\_

Degree Earned & Date: \_\_\_\_\_

Awards & Achievements: \_\_\_\_\_

High School: \_\_\_\_\_

City & State: \_\_\_\_\_

Date received diploma: \_\_\_\_\_

Academic or Career Major: \_\_\_\_\_

Important courses: \_\_\_\_\_

Awards & Achievements: \_\_\_\_\_

# Resume Worksheet

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## Work Experience *(list most recent experience first)*

Name of Business or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Beginning &amp; Ending Dates: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

Machinery or equipment you used: \_\_\_\_\_

Special skills this job required: \_\_\_\_\_

Skills you did well: \_\_\_\_\_

\_\_\_\_\_

Name of Business or Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Beginning &amp; Ending Dates: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

Machinery, equipment or software you used: \_\_\_\_\_

Special skills this job required: \_\_\_\_\_

Skills you performed well: \_\_\_\_\_

\_\_\_\_\_

# Resume Worksheet

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## Volunteer Experience

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Beginning &amp; Ending Dates: \_\_\_\_\_

Position Duties: \_\_\_\_\_

Things you did well: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Beginning &amp; Ending Dates: \_\_\_\_\_

Position Duties: \_\_\_\_\_

Things you did well: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Beginning &amp; Ending Dates: \_\_\_\_\_

Position Duties: \_\_\_\_\_

Things you did well: \_\_\_\_\_

# Resume Worksheet

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## Clubs & Organizations

Name: \_\_\_\_\_ Activity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Accomplishments or Awards: \_\_\_\_\_

Name: \_\_\_\_\_ Activity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Accomplishments or Awards: \_\_\_\_\_

## References

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_