

SKILLS TRANSLATOR

EXPERIENCE/ACTIVITY

>

SKILLS

=

JOB SKILLS

1. Fill in the small box with your experience or activity.
2. List the skills you use to accomplish that activity in the “Skills” box.
3. Those skills can be translated into the “Job Skills” box.

>

=

EXPERIENCE/ACTIVITY

SKILLS

JOB SKILLS

SAMPLE RESUME A

Carlos DiSanto

925 Riverside Drive, Apartment #1F
San Diego, CA 90013
(619) 555-0485

Education

Junior at Carver High School

20XX-20XX Forensics Team

20XX-20XX Community Service

Shore Road Middle School, Class of 20XX

Experience

Sales/Cashier

Haagen Dazs Stores, San Diego, CA; April to December 20XX

Responsible for customer service, cash register, inventory, and store maintenance.

Kitchen Helper

Summer Camp; 20XX

Assisted in meal preparation for entire camp; worked as a waiter and busboy.

Tutor/Babysitter

Numerous families; 20XX-20XX

Responsible for child care and math tutoring for numerous families with children ages 1–9.

Skills

Knowledge of personal computers and basketball. Avid reader.

References available upon request.

SAMPLE RESUME B

Amaya Adams

1 Liberty Plaza, Apartment #3
New York, NY 10025
(212) 555-7606

Experience

- 5/XX-8/XX **Summer Youth Intern**
Central Park Conservancy, NY, NY
Functioned as member of an ecology team for recycling and beautification projects in Central Park.
- 4/XX-12/XX **Sales/Cashier**
CVS, NY, NY
Responsible for customer service, inventory, and store maintenance.
- 6/XX-9/XX **Kitchen Helper**
Summer Camp, NY, NY
Assisted in meal preparation for entire camp; worked as a waitress and bus girl.
- 1/XX-3/XX **Helper/Babysitter**
Responsible for child care and related tasks for numerous families with children ages 1 to 10.

Education

Dalton High School
Women's varsity basketball team, 3 years (Co-captain; All-Star Team MVP Award)
Women's varsity soccer team, 2 years
P.S. 175, Class of 20XX

Skills

PC literate, photography/darkroom experience, classical guitar, and various sports.

References available upon request.

MY RESUME

Name

Street

City, State, Zip

Phone

EDUCATION/SKILLS

JOB EXPERIENCE/SKILLS

SKILLS/HOBBIES/SPECIAL INTERESTS

REFERENCES

