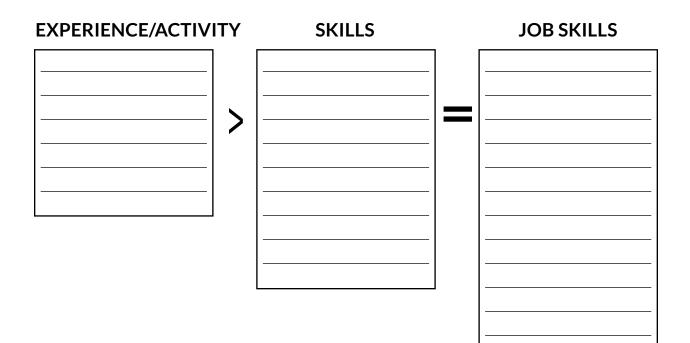
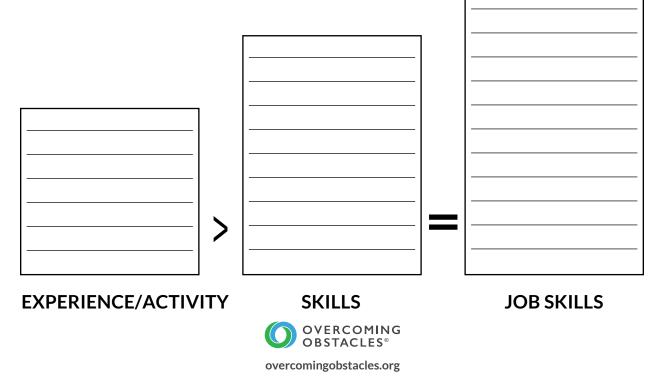
# SKILLS TRANSLATOR



- **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.



# 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.



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# SAMPLE RESUME B

## Amaya Adams

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

### Experience

5/XX-8/XX	<b>Summer Youth Intern</b> Central Park Conservancy, NY, NY Functioned as member of an ecology team for recycling and beautification projects in Central Park.
4/XX-12/XX	<b>Sales/Cashier</b> CVS, NY, NY Responsible for customer service, inventory, and store maintenance.
6/XX-9/XX	<b>Kitchen Helper</b> 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.



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# **MY RESUME**

Name	
Street	
City, State, Zip	
Phone	
EDUCATION/SKILLS	
JOB EXPERIENCE/SKILLS	
SKILLS/HOBBIES/SPECIAL INTERESTS	
REFERENCES	



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