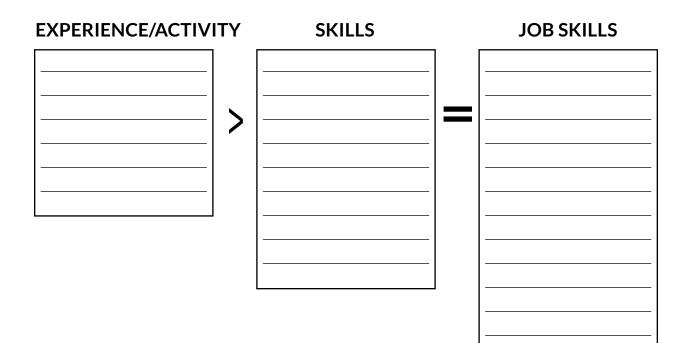
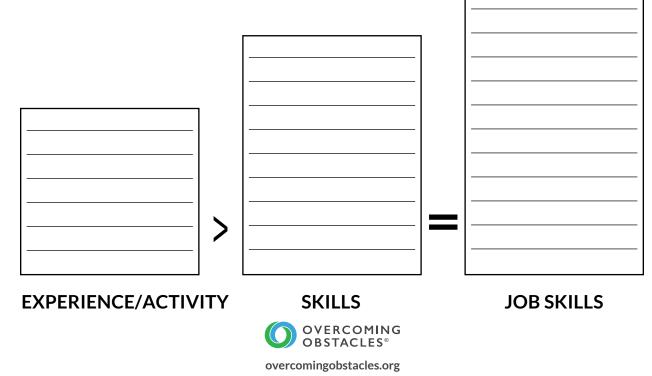
SKILLS TRANSLATOR



- **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 | 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.



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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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