Liceo Bicentenario Manuel Magalhaes Medling
Diego de Almagro
Departamento de Inglés
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Unit 1: My First Job
Lesson: Writing a Resume

Read the information about how to write a RESUME

LIVEWORKSHEETS

Parts of a Resume

The "contact section" of your resume is at the top of the page. It includes your name, address, email address and phone number. Your name should stand out, so make it bold and in a larger font than the rest of your contact information.

Here you write the name of your job or your profession. The profile includes a summary of your skills and job experiences. The skills must be written with bullet points.

In the "experience section" you name the companies you have worked for, the position and dates of employment.

Start with the current employment and go back into the past chronologically.

Wite the name of the company and the city.
Write the position, the month and the present year.

Write the name of the company and the city.
Write the position, the month and the year.

The "education section" of your resume is where you show the employer your academic achievements. List the University you attended, the degreeyou obtained, and any special awards and honors you earned. Include your High School at the end.

RESUME

RESUME

CONTACT

Name:
Address
Email address
Phone number

NAME OF JOB OR PROFESSION
Skills

-
-
-
-



JOB EXPERIENCE

Current employment / Employment history

Name of Company, city
Position (month, year- Present)
Bulleted list of responsabilities and a achievement

Name of Company, city
Position (month, year- Present)
Bulleted list of responsabilities and a achievement

Name of Company, city
Position (month, year- Present)
Bulleted list of responsabilities and achievements

EDUCATION

Name of Degree or occupation
University [name and place]
From: **To:**

High school: [name and place]
From: **To:**

LIVEWORKSHEETS

Look at the parts of this RESUME:

Anita Wright

1234 Randolph Avenue *Oak Park, 678 *Cell: 253 774 * Anita Applicant@email.com

HAIR STYLIST

Over 1.000 hours of experience styling, coloring, and treating hair.

- Communication
- Confident
- Multitasking
- Attention to detail
- Quick learner

PROFESSIONAL EXPERIENCE

SWAN BEAUTY PARLOR, Chicago

HAIR STYLIST AND COLORIST (Fall 2016 – present)

- Color and treat dozens of clients' hair weekly with state of the art techniques.

SWEET DREAMS BEAUTY SALON, Miami

HAIR STYLIST (Summer 2015 – Fall 2016)

- Cut and styled hair, specializing in hairstyles for bridal and prom parties

EDUCATION and CREDENTIALS

ABC SCHOOL OF HAIR DESIGN COSMETOLOGY, Chicago, May 2016

- Spent over 1.000 hours studying hairstyling as well as color and treatments for certification
- Received Award for Strongest Work Ethic with Certification

OAK PARK-RIVER FOREST HIGH SCHOOL, Oak Park, May 2013

- Overall GPA 3.38
- Clubs: Paint and Sketch Club, Theater, Yearbook Committee
- Athletics: Gymnastics Squad Captain

LIVEWORKSHEETS

READ THE SENTENCES AND WRITE THE SECTION OF THE RESUME

1. **You have to mention your degrees, diplomas and certificates. You have to write the dates, the name of the institution and the year you graduated.** _____

2. **You have to write your past employers, dates of employment and your job title. Include duties performed and responsibilities.** _____

3. **In this section you write your full name, address, email address and phone number.** _____

4. **You mention your specific job and the talents or skills so that the employer can see why you are a good candidate for the position.** _____

LIVEWORKSHEETS