

LESSON 5: Finding the Right Career for You



Ready, Set, Resume: Have You Got the Skills?

Knowing what to put on a resume can be tricky. The key is to think about the skills, education and experience that are required for your desired job, and to cater your resume to that job. In researching your dream career, what skills, education and experience did you discover are necessary? Use that information to create a “perfect” resume for that job on the next page, relying on the sample resume and information below as a guide.

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OBJECTIVE

A laboratory research internship with ABC Company.

EXPERIENCE

Shift Leader, In-N-Out Burger, Davis, CA - (10/13 - present)

- Provided outstanding customer service and handled customer complaints
- Acted as cashier; recorded and delivered bank deposits
- Trained and supervised ten personnel
- Maintained inventory count of all products
- Ensured proper food sanitation procedures were followed

EDUCATION

Bachelor of Science in Biological Sciences - (June 2013)

University of California, Davis

Related Course Work: General Chemistry (Lab), Microbiology (Lab),
Organic Chemistry (Lab), Zoology (Lab), Biology

SKILLS

- Familiar with buffer preparation, titrations, pipetting, pH meter, and analytical balances
- Ability to keep accurate laboratory records
- Experience using Microsoft Word, Excel, PowerPoint and Access in both PC and Mac platforms

Contact information allows potential employers to reach you. Just make sure to use a professional email address that includes your name.

The **objective** succinctly states your career goals and employment focus by articulating a target industry or job category.

The **experience** section highlights your work history, including specific job titles, start and end dates and a brief description of responsibilities held. If you do not yet have employment experience, volunteer work and internships can be included.

List your **education** level and degrees obtained beginning with the most recent. Include the name of the school, dates attended and education level completed.

Skills define the talents that make you a desirable candidate for the position. Make sure to align your skill sets to the target job.

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Ready, Set, Resume: How You Got the Skills?

Fill out the resume below with your information:

Name:

Email:

Address/Phone:

OBJECTIVE

EXPERIENCE

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EDUCATION

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SKILLS

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