



## Rita Anderson

1234, West 67 Street,  
Carlisle, MA 01741,  
(123)-456 7890.

Rich.anderson@gmail.com

**Objective:** To obtain a summer internship as an animal photographer

### **Education:**

#### **Hillcrest High School, Dallas, TX**

September 2002 - May 2006

### **Experience:**

#### **Buy Stuff Here, Northpark Mall, Dallas, TX**

##### **Sales Associate**

June 2005 - Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

##### **Child Care**

2002 - Present

- Provide child care for several families after school and on weekends.

### **Achievements**

- National Honor Society - 2004, 2005, 2006
  - Organizes annual food pantry drive
- Tennis regional Championship team captain - 2006

### **Volunteer Experience**

- Goodwill Thrift Store volunteer
- District Essay Contest Finalist - 2006
- MS 150 Bike Tour - 2005

### **Interests / Activities**

- Girl Scout
- Member of Hillcrest high School tennis Team
- Yearbook Photographer

### **Computer Skills:**

- Proficient with Microsoft Excel, Word, and PowerPoint and Internet



## References

Myra Simmons  
Assistant Principal  
123456 East West Palms Avenue  
Boston, MA 01256  
555-369-8855  
[Myra.simmons@yahoo.com](mailto:Myra.simmons@yahoo.com)

Henry Groves  
Manager-Buy Stuff Here  
10234 West Way  
Boston, MA 01258  
555-968-5236  
[Henrygr@buystuffhere.net](mailto:Henrygr@buystuffhere.net)

Amanda Samuels  
1234 Smith Lane  
Boston, MA 05698  
555-659-9856  
[Amanda23@hotmail.com](mailto:Amanda23@hotmail.com)



## RESUME BRAINSTORMING WORKSHEET

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address and Phone Number: \_\_\_\_\_

Objective: \_\_\_\_\_

### Work Experience:

Company: \_\_\_\_\_

I. Job Title/Dates: \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

2. Company: \_\_\_\_\_

I. Job Title/Dates: \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

3. Company: \_\_\_\_\_

I. Job Title/Dates: \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_



**Volunteer Work:**

1. Company:

I. Title/Dates: \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

2. Company:

I. Title/Dates: \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

**Activities/Organizations**

1. Name of

Organization: \_\_\_\_\_

a. Position/Dates(if applicable): \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

2. Name of

Organization: \_\_\_\_\_

a. Position/Dates(if applicable): \_\_\_\_\_

i. DUTIES

a) \_\_\_\_\_

b) \_\_\_\_\_

**Skills**

1.

2.





3.

4.

**References: (ON SEPARATE DOCUMENT)**

1. Name:

\_\_\_\_\_

a. Address \_\_\_\_\_

b. Phone Number \_\_\_\_\_

c. Email  
Address: \_\_\_\_\_

2. Name:

\_\_\_\_\_

a. Address \_\_\_\_\_

b. Phone Number \_\_\_\_\_

c. Email  
Address: \_\_\_\_\_

3. Name:

\_\_\_\_\_

a. Address \_\_\_\_\_

b. Phone Number \_\_\_\_\_

c. Email  
Address: \_\_\_\_\_

## ACTION VERBS FOR RESUME DESCRIPTIONS

**COMMUNICATION  
SKILLS**

addressed  
arbitrated  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
wrote

**CLERICAL SKILLS**

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
systematized  
tabulated  
validated

**CREATIVE SKILLS**

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repair  
solved  
trained  
upgraded

**HELPING SKILLS**

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated

**CREATIVE SKILLS**

acted  
conceptualized  
created  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

**FINANCIAL SKILLS**

administered  
allocated



## Resume Rubric

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Category	5	4	3	2	Weight	Score
Format/Layout	The resume consistently follows formatting guideline for length, layout and spacing. Resume is attractive and easy to read	Formatting guidelines for length, layout, and spacing are almost always followed. 1-2 problems in formatting were made, but readability was not effected	Formatting is repeatedly inconsistent in length, layout, and spacing. Readability and attractiveness is reduced.	Formatting guidelines for length, layout and spacing are not followed, making the resume unattractive or hard to read.	3	
Style	The fonts are consistent and easy to read. Font size varies appropriately for headings and text. Use of font styles (italic, bold, underline) is used consistently and improves readability.	The fonts are consistent and easy to read. Font size varies appropriately for headings and text.	Fonts are not used consistently, varying in style and size and making the text difficult to read.	No consistency in fonts. A wide variety of fonts, styles and point sizes were used.	3	
Content	The resume is factual and includes all necessary items and follows guidelines consistently (e.g. objective, action verbs, dates, places). Relevant education and experience substantiate position sought and are presented in reverse chronological order	Mostly factual; almost all necessary items are included and guidelines are followed for the most part. 1-2 errors in presentation of the content (e.g. objective, dates/places, action verbs, use of reverse chronological order).	Partly factual; several necessary content items are missing or there are several errors in presentation (e.g. objective, dates, places, actions verbs or use of reverse chronological order).	Presentation of content contains many errors or omissions, e.g. in the use of chronological order, action verbs, objective, dates, places, etc.	6	
Grammar/ Vocabulary	The resume uses accurate English grammar and vocabulary (word forms, word choice). Action verbs are consistently used in past tense.	There are 1-3 errors in the use of English grammar and vocabulary (word forms, word choice). Action verbs are almost always used in past tense	There are 4-5 errors in English grammar and vocabulary (word forms, word choice). Action verbs are often not used in past tense.	There are more than 5 errors in English grammar and vocabulary (word forms, word choice). Action verbs are usually not used in past tense.	5	
Mechanics	There are no errors in spelling, punctuation, or capitalization in the resume.	There are 1-3 errors in spelling, punctuation, or capitalization in the resume	There are 4-5 errors in spelling, punctuation, or capitalization in the resume	There are more than 5 errors in spelling, punctuation, capitalization in the resume.	3	
<b>Total Score</b>						
<b>Comments</b>						