

Palomar College Library

Resume Template

YOUR FULL NAME
Your Street Address
Your City, State, Zip
Your Phone Number
Your Email Address

OBJECTIVE

Write a sentence describing what you are looking for in a job.

EDUCATION

List your educational background, starting with the most recent. Include:

| <i>Name of school</i> | <i>City and State</i> | <i>Degree earned</i> | <i>Year of Graduation*</i> |
|-----------------------|-----------------------|----------------------|----------------------------|
|-----------------------|-----------------------|----------------------|----------------------------|

** if still in school, write **current** instead of year of graduation*

RELEVANT COURSEWORK (Use this category if your work experience is limited)

List course name(s) with brief description.

SKILLS (Use this category if work experience is limited. May be titled *Computer Skills, Customer Service Skills, etc.*)

List skill area(s)

EXPERIENCE

List jobs, internships, or other work experience, starting with most recent. Include:

| <i>Date of Employment</i> | <i>Name of Employer</i> | <i>Position/Title</i> |
|---|-------------------------|-----------------------|
| <i>• Bulleted list of duties and responsibilities</i> | | |

ORGANIZATIONS

List names of organizations that you belong to that may be related to the job you are seeking or that show your service involvement.

REFERENCES

Write Available upon request OR include of list of people that may be contacted

OPTIONAL CATEGORIES TO INCLUDE: Awards and Honors, Activities

SAMPLE RESUME FROM PALOMAR COLLEGE LIBRARY

JANE STUDENT
1140 W. San Marcos Blvd.
San Marcos, CA 92069
(760) 744-1150
janestudent@palomar.edu

OBJECTIVE

To work as a manager in the food service industry.

EDUCATION

| | | | |
|-------------------|----------------|-----------|---------|
| Palomar College | San Marcos, CA | AA Degree | current |
| Poway High School | Poway, CA | Diploma | 2004 |

RELEVANT COURSEWORK

Employee Development and Supervision for Food Services (Institutional Food Service Training 105)
Financial Management for Food Services (Institutional Food Service Training 146)

SKILLS

Speak Spanish and English fluently.
Customer-service oriented.
Strong math skills.

EXPERIENCE

January 2006-present **Palomar Restaurant** **Hostess**

- Greet and seat patrons
- Schedule reservations
- Set tables

March 2001-December 2005 **Santiago Family** **Babysitter**

- Care for three young children
- Prepare meals for children
- Read to children

ORGANIZATIONS

Future Restaurant Managers of America
National Honor Society

REFERENCES

Available upon request

AWARDS AND HONORS

Rotary Club Student Achievement Award, 2004
National Restaurant Owners Association Scholarship, 2004