

## CareerRise Resume Checklist

- ❑ Clean header. Provide a professional email address and prepare a voicemail message with the phone number listed.
- ❑ Clear objective. Identify the position title you are applying for with the resume.
- ❑ Summary of Skills. Think of your summary as your highlight section. Include traits and qualities as well as top experiences and skills.
- ❑ Skill Statements that include results, as well as actions. Start with past-tense action words. Look to [ONETOnline.org](https://www.onetonline.org) for guidance.
- ❑ Relevant work history with the most recent first. Utilize paid, unpaid, and volunteer work in this section with employer names such as “Self Employed” or “Various Employers” for jobs like babysitting or lawn care. Dates are listed in years such as “2019-Current” or “Summer 2018”.
- ❑ Keep education simple. Address current education with “Expected Graduation 2020”. List certifications or training relevant to the job you are applying for such as CPR/First Aid or Welding Certification.
- ❑ Organized your resume to showcase your best stuff closer to the top.
- ❑ Limit it to 1 page. Include references on a separate page.

### Economic and Workforce Development

200 W. Oak Street, Suite 5000  
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## TRANSFERABLE SKILLS / EXPERIENCES

Skills and experiences can come from a variety of activities including work, volunteering, life experiences, education, etc. Below is a list of a wide variety of transferable skills.

***Read through the list that follows and circle or highlight the transferable skills you have.***

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### Communication

- Speak effectively
- Write concisely
- Listen attentively
- Express ideas
- Facilitate group discussion
- Provide appropriate feedback
- Negotiate
- Perceive nonverbal messages
- Persuade
- Report information
- Describe feelings
- Interview
- Edit
- Copy accurately
- Present material Orally
- Present ideas in writing
- Read and understand information
- Speak a foreign language\_\_\_\_\_
- Use Sign Language

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### Interpersonal Skills / Communications

- Work to achieve group results
- Exercise "give and take" to achieve group results
- Understand and work within the group culture
- Listen actively and attentively
- Delegate tasks and responsibilities
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- Display understanding of, and respect for, people from diverse backgrounds
- Conduct in-depth interviews
- Show sensitivity to others
- Make decisions with others
- Express ideas and thoughts based on facts
- Mediate conflict tactfully
- Develop rapport
- Assert
- Being Sensitive
- Listen
- Convey feelings
- Provide support for others
- Motivate
- Share credit/responsibility
- Counsel/guide
- Cooperate
- Delegate with respect
- Represent others
- Sell ideas or products

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### Trouble Shooting and Problem Solving

- Create ideas
- Identify problems
- Imagine alternatives
- Identify resources
- Gather information
- Solve problems

- Set goals
- Extract important information
- Define needs
- Analyze
- Develop evaluation strategies
- Forecast, predict
- Classify and analyze information
- Compare and contrast
- Perform complex calculations
- Define problems
- Explore ideas
- Interpret formulas
- Investigate
- Perform lab experiments
- Read scientific or technical magazines
- Research/gather information
- Review/evaluate for improvements
- Separate important info from unimportant
- Solve math problems
- Testing/screening
- Think abstractly
- Understand science theory
- Use a microscope
- Work independently
- Use computers to research, analyze, explore

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## Organization

- Coordinate tasks
- Manage groups
- Delegate responsibility
- Sell ideas or products
- Manage conflict
- Attend to details
- Calculate / compute
- Count
- Develop budgets
- Do a lot of paperwork quickly
- Figure in your head
- File, record and retrieve information
- Keep accurate records
- Keep financial records
- Manage finances / money
- Manage time
- Take inventory
- Type
- Take shorthand
- Use a computer
- Use a data processing equipment
- Work well with a system
- Write effective business letters
- Prioritize
- Set goals

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## Leadership

- Able to follow procedure
- Able to explain procedure
- Able to maintain good appearance
- Able to maintain life balance
- Able to make a decision
- Able to manage multiple priorities
- Able to organize and manage time
- Able to participate on a team
- Able to resolve conflict
- Able to see another's point of view
- Able to take direction and feedback
- Able to take initiative
- Able to take risks
- Able to visualize
- Accept responsibility
- Act on gut reactions
- Assess and evaluate my own work
- Assess and evaluate others' work
- Assess and evaluate situations effectively
- Beginning new tasks, ideas, projects
- Coach/mentor

- Commitment to growth
- Commitment to time, energy, and resources
- Competitive
- Convince people to do things your way
- Cooperate
- Coordinate fundraising activities
- Counsel
- Deal with obstacles and crises
- Delegate tasks and responsibilities
- Delegate with respect
- Design and implement plans of action
- Emotional stable
- Encourage effective teamwork
- Enlist help
- Exercise self-control/ self-discipline
- Exhibit self-motivation and a positive attitude
- Follow/enforce policies
- Following plans, instructions
- Foresight
- Give talks or speeches
- Handle multiple demands
- Have insight
- Identify and manage ethical issues
- Identify critical issues quickly and accurately
- Implement decisions
- Independent
- Initiate projects
- Lead a group
- Leading, directing others
- Make decisions
- Make decisions affecting others
- Make decisions with others
- Manage conflict
- Manage groups
- Manage time
- Meet goals
- Meet important people
- Meet the needs of employees
- Meet the needs of the organization
- Meeting new people
- Motivate individuals and groups to perform
- Organize activities and events
- Organizing groups
- Plan projects or events
- Poise, self-confidence
- Prioritize
- Promote ideas
- Promote positive change/progress
- Quickly sizing up a person or situation
- Represent the organizations image
- Self-confident
- Self-reliant
- Selling, persuading, negotiating
- Set and meet deadlines
- Set goals and follow through
- Start your own service or business
- Taking risks
- Teach/train
- Use integrity in decision-making
- Use what others develop and give credit
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Meet the needs of both the organization and the employees when possible

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## Work Survival

- Implement decisions
- Cooperate
- Follow/enforce policies
- Be punctual
- Manage time
- Attend to detail
- Meet goals
- Enlist help
- Accept responsibility
- Set and meet deadlines

- Organize
- Make decisions
- Plan and arrange events and activities
- Delegate responsibility
- Motivate others
- Attend to visual detail
- Assess and evaluate my own work
- Deal with obstacles and crises
- Multi-task
- Present written material
- Present material orally
- Manage time
- Repair equipment or machinery
- Identify and manage ethical issues
- Keep records
- Handle complaints
- Coordinate fundraising activities
- Coach
- Build or construct
- Design buildings, furniture, etc.
- Manage finances
- Speak a foreign language\_\_\_\_\_
- Use sign language
- Utilize computer software (specify programs)
- Train or teach others

### Creativity

- Act
- Adapting
- Artistic
- Creative
- Dance
- Design fashions or interiors
- Design / develop
- Draw
- Express yourself creatively
- Invent / create
- Paint
- Play a musical instrument
- Read fiction, plays, and poetry
- Sing
- Sketch
- Take photographs
- Work on crafts
- Write stories, poetry, music

### Manual Labor

- Assembly
- Athletic
- Build
- Construct
- Curious about the physical world
- Design buildings, furniture, etc.
- Diagnose
- Examine/inspect
- Fix electrical things
- Fixing/repairing
- Handling with precision
- Handling with speed
- Mechanically inclined
- Muscular coordination
- Observing, surveying
- Operating machinery
- Operating tools
- Outdoor activities
- Physically active
- Plant a garden
- Read a blueprint
- Repair equipment or machinery
- Showing attention to detail
- Solve mechanical problems
- Tend/train animals
- Tinker with machines
- Use tools
- Using my body
- Work on cars
- Work outdoors

## TRAITS / QUALITIES

Traits and qualities tend to be the things that distinguish you from others. They are what make you unique and, in terms of job seeking, they are what make up your “brand”.

***Circle or highlight the traits or qualities that best describe you.***

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Accurate	Enthusiastic	Precise
Active	Farsighted	Professional
Adaptable	Fast learner	Progressive
Adventurous	Firm	Punctual
Aggressive	Flexible	Quality minded
Ambitious	Good-natured	Realistic
Articulate	Good with numbers	Reasonable
Artistic	Handle complaints	Reflective
Assertive	Helpfulness	Relaxed
Calm	High energy level	Reliable
Capable	Honest	Resourceful
Careful	Imaginative	Responsible
Charming	Independent	Scientific
Cheerful	Industrious	Self reliant
Clear-thinking	Innovative	Sense of humor
Clever	Intelligent	Sensible
Competent	Intuitive	Sensitive
Confident	Inventive	Sincere
Conscientious	Logical	Sociable
Conservative	Loyal	Spontaneous
Cooperative	Mature	Stable
Courageous	Methodical	Straight forward
Creative	Meticulous	Strong minded
Curious	Multi-task	Tactful
Dedicated	Neat	Team player
Dependable	Observant	Thorough
Determined	Open-minded	Thoughtful
Dignified	Optimistic	Tolerant
Discreet	Organized	Trusting
Eager	Outgoing	Trustworthy
Easy going	Patient	Understanding
Efficient	Persistent	Versatile
Emphatic	Persuasive	
Energetic	Pleasant	
Enterprising	Practical	

## Arthur Dent

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### Packaging Technician

- ✓ 4 years experience in Clean Room Environment including pharmaceutical packaging
  - ✓ Experienced working with pouch sealing equipment, labelers, printing and cartoning, as well as testing equipment
  - ✓ Detail oriented and able to work in a fast-paced environment
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### RELEVANT EXPERIENCE

#### **Operator/Labeler** - Eastman Kodak Company. Windsor, CO. 2010-Present

- Operated hot pouch sealing machine, applying expiration date and lot numbers and adjusting speed to ensure strength of seal according to specifications
- Experience using both hot and cold labeling machines
- Used lot printing equipment daily, processing between 100-3000 per shift

#### **Clean Room Packager** - Forney Industries, Inc. Fort Collins, CO. 2008-2009

- Cleaned all areas of room, including ceiling, walls, floors and all surfaces, rotating clean materials, to ensure the quality and cleanliness of products
- Followed all protocols regarding clothing for work in production rooms
- Immediately Informed supervisor of any concerns or issues regarding contamination/quality of products

#### **Packaging Technician** - Technical Molded Products. Fort Collins, CO. 2007-2008

- Utilized burst testers to determine/confirm packaging specifications
- Follows safety rules, wore appropriate safety equipment and maintained proper safety practices at all times.
- Committed to clear and open communications to enable highest quality production

#### **Packaging Operator** - IMU-TEK Animal Health Inc. Fort Collins, CO. 2006-2007

- Operated various equipment including Imprint devices (lasers, inkjet, thermal transfer), Vision Systems, Labelers, Cartoners, and Case Packers.
- Kept clear and accurate writing records, allowing other team members to do their job to the best of their ability

#### **Clean Room Packaging Operator** - Q L T USA IND. Fort Collins, CO. 2004-2006

- Worked as part of a 15 member team, producing shampoos, crèmes and filling syringes
  - Watched for any defects/contamination, understanding the importance of the integrity of the product for our customers
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### EDUCATION

St. Vincent High School. Des Moines, IA– High School Diploma

## Lucy Pevensie

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### COOK

#### HIGHLIGHTS:

- 5+ years cooking experience
- Experience in various types of restaurants
- Works well on a team and independently
- Quick learner, punctual, friendly, attention to detail

### RELEVANT SKILLS AND EXPERIENCE

#### Food Preparation

- Inspected food preparation and serving areas to ensure observance of safe, sanitary food-handling practices
- Turned or stirred foods to ensure even cooking
- Seasoned and cooked food according to recipes or personal judgment and experience
- Observed and tested foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils
- Weighed, measured, and mixed ingredients according to recipes or personal judgment, using various kitchen utensils and equipment
- Regulated temperature of ovens, broilers, grills, and roasters
- Baked, roasted, broiled, and steamed meats, vegetables, and other foods
- Washed, peeled, cut, and seeded fruits and vegetables to prepare them for consumption

#### Restaurant Experience

- Wiped tables and seats with dampened cloths, and replaced dirty tablecloths
- Set tables with clean linens, condiments, and other supplies
- Scraped and stacked dirty dishes, and carried dishes and other tableware to kitchens for cleaning
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash
- Performed serving, cleaning, and stocking duties in establishments such as cafeterias or dining rooms in order to facilitate customer service
- Maintained adequate supplies of items such as clean linens, silverware, glassware, and dishes
- Filled beverage and ice dispensers
- Stocked cabinets and serving areas with condiments, and refilled condiment containers
- Located items requested by customers

### WORK/VOLUNTEER HISTORY

Prep Cook, Mexican & Chinese Cuisine, Fort Collins, CO	2017-Present
Busser, CiCi's Pizza, Fort Collins, CO	2016

### EDUCATION

<u>High School Equivalency Diploma</u> , Colorado Department of Education, Fort Collins, CO	Expected 2020
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# Michael Scott

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## **CUSTOMER SERVICE**

Fast and dedicated learner who demonstrates a hard work ethic in all tasks. Able to focus for long periods of time to accomplish tasks thoroughly the first time practicing patience to ensure everything is complete. Willing and able to work a full schedule.

## **RELEVANT SKILLS**

### **SERVICE SKILLS**

- Ability to get along with multiple types of people in various situations
- Comfortable handling customer needs and concerns; able to make wrongs right through answering questions & ensuring quality service
- Provides good foresight for seeing what needs to be done and ensuring this is accomplished

### **FLEXIBILITY**

- Excellent with working independently as well as part of a team learned through school projects
- Remains open to changes in work tasks or responsibilities; comfortable 'going with the flow' and adapting to change as needed
- Willing and able to work all hours, can be relied upon to cover others' shifts if called upon

### **COMMUNICATION**

- Skilled at listening to others and determining good understanding of what needs to be done
- Effective verbal communication skills learned through speech assignments and school presentations
- Ability to speak clearly while giving instructions so others can understand

## **EDUCATION**

### **Associate of Arts**

Front Range Community College, Fort Collins, CO  
Rocky Mountain High School, Fort Collins, CO

May 2019

May 2018

## Selina Kyle

418 E. 4<sup>th</sup> Street, Loveland, Colorado 80537 (970) 498-6608

### Customer Service Professional

- Works effectively in high pressure situations learned through food service experience and classroom work
- Exudes a strong personal commitment to thoroughly and successfully completing all projects
- Exceptionally willing and successful as a team worker both professionally and socially
- Excels in creative thinking and problem solving
- Displays an exceptional ability to learn new methods, takes charge in the absence of detailed instructions

### Relevant Skills

#### Customer Service

- Ensured quality service to guests by listening effectively and communicating said instructions to other team members
- Effectively and sincerely handled customer complaints by reassuring guests, taking appropriate action, and involving higher management when needed
- Able to concentrate fully during high volume service hours without sacrificing quality service

#### Organization

- Experience with conducting supplies inventory; restocking kitchen and work supplies
- Frequently took initiative to clean and bring order to shelves, merchandise and cooking supplies
- Performed essential dining room closing duties in restaurant including cleaning, next day prep and securing business premises
- Proficient in cash register use, online food ordering system, and balancing of drawers

#### Team Work

- Participated as integral team member (captain) on school sports team; praised for encouraging other team members and providing exceptional leadership
- Ability to communicate effectively with other restaurant employees during high volume times to ensure speedy and organized service
- Assisted junior team members in resolving conflict and refocusing/prioritizing tasks at hand

### Experience

<b>Customer Service</b> , Fazoli's Restaurant Fort Collins, CO	2017-2018
<b>Event Coordination</b> , Distributive Education Clubs of America (DECA)	2016

### Education

<b>Rocky Mountain High School</b> , Fort Collins, CO	Expected May 2020
-1 <sup>st</sup> and 2 <sup>nd</sup> Place DECA District Competition: Quick ServiceGPA: 3.5	
Captain, Fort Collins Youth Rugby Team	2016-2018



## Peter Parker

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### Administrative Assistant

Dependable, detail oriented worker with proficiency in Microsoft Excel, data entry skills, and typing. A team player experienced in organization and computers.

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### Relevant Skills & Experience:

#### Computer:

- Skilled at making spreadsheets visually appealing, and easy to read
- Understand use and functions of formulas, as well as various other tools
- Fast entry of numbers, words, and functions
- Accurate when transcribing data in forms of numbers or words
- High word per minute rate

#### Organization:

- Able to recognize mismatched pieces of copied work
- Correct mistakes quickly and efficiently
- Manipulation of spreadsheets to fit various requirements
- Experienced in ordering of specific numbers and words

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### Work/Volunteer/Internship History

Lawn Care & Shrub Removal, Self Employed, Ft. Collins CO 2017- Present  
Walkway Maintenance/Snow Removal, Self Employed, Ft. Collins CO 2016- Present

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### Education

Rocky Mountain High School, Fort Collins, CO Expected Graduation 2020