

Resume Builder Worksheet

Education:

Maricopa High School

expected graduation May 2017

AP English

Central Arizona Valley Institute of Technology (CAVIT) expected completion May 2017

Veterinary Assistant Program

Operated student run clinic four times a month

Volunteered at Pinal County Animal Care and Control six times a semester

Participated in Pet Adoption and Pet Remembrance Ceremonies

Central Arizona College

Dual Enrollment Courses: 21 credits

My Notes:

Experience:

McDonald's

Casa Grande, Arizona

August 2015-present

Cashier

Maintained excellent standards of cleanliness

Operated cash register with zero overage or underage

Followed all company policies and procedures

List:

Place, Location, Dates

Job Title

Use past tense verbs to list job responsibilities

My Notes:

Leadership:

CAVIT SkillsUSA

Member

2015-present

Attended Fall Leadership Conference

Competed Region 3 Regional Conference: Firefighting, Gold Medalist

Chapter Officer

2016-present

Created and Implemented the chapter Program of Work

My Notes:

Objective Statement:

Reference Page: