

Name (14 pt.)

City

Phone / email address

Qualifications:

(enter skills/experience from job description and anything related)

- 4+ yrs. warehouse
- Hand/power/pneumatic tools
- Heating/ventilation experience
- Excavator, front loader, forklift, backhoe
- Plumbing experience
- Pallet jack, agricultural fertilizer injector
- Dependable, excellent attendance
- Strong work ethic, get along w/others

Employment History

Janitorial/Commercial - PT/on call
Maximum Cleaning – Ferndale, WA

06/10 – present

- Stripped/waxed/buffed floors
- General janitorial duties: offices, conference rooms, lunch rooms, stairs, hallways, bathrooms
- Disinfected/sterilized

Shop Hand - Temp position
Nelson Construction – Bellingham, WA

06/09 – 09/09

- Received major appliance donations, stocked in warehouse
- Scheduled appointments, loaded customer vehicles
- Opening/closing shop duties
- Ran Freon extractor
- Trained new employees

Sheetrock Hanger
Steve's Drywall & Acoustics – Lynden, WA

03/08 – 01/09

- Hung residential sheetrock, site prep and clean-up

General Labor
Bellingham Cold Storage – Bellingham, WA

02/07 – 11/07

- Commercial construction: built wall forms from safety harness, poured cement, tied rebar, built safety hand railings, site cleanup

Education

GED

Skagit Valley Community College - Mt. Vernon, WA

Resume Tips:

1. Resumes are just a record of your work experience. You are trying to sell your skills to an employer. Like any good salesperson, this means that you do not want to mislead the employer, but you absolutely should focus on your most impressive skills and experience.

2. The purpose of a resume is not to get you a job. The purpose of a resume is to get you an interview.

3. A great resume begins with a careful reading of the job description. Each resume you send out should reflect the requirements and wording of the job description. If your work experiences cannot honestly reflect the requirements in the job description, then it is probably not worth your time to apply.

4. "Preferred qualifications" are skills that are not required. You may still be able to make a strong case for yourself even if you do not have the preferred experience.

5. Do not get hung up on a fancy format. The most important thing is whatever format you use, it is easy to read, contains bulleted lists, and has a moderate amount of white space.

6. Chronological resumes are preferred by most employers. If you have a spotty, inconsistent, or short work history, a skills section within a chronological resume is usually to your advantage.

7. The experience section of a resume should not just contain a description of your job duties. It should include a short description of job duties when those duties are not clear from the title. More importantly, for each job you should be answering the question, what did I do in this job that someone else doing the same job might not have? You are establishing your experience AND differentiating yourself from others with similar experience.

8. Be persistent. Job search takes time. If you have sent out ten resumes and have not received any calls, it does not mean that your resume isn't working. It can take employers a long time to make a decision about who to interview. Sometimes jobs are posted in case they have an opening in the future. It's discouraging and can make you doubt yourself. Seek advice of people you trust, but keep applying! You do not get jobs for which you do not apply.