

Student #1

Red Bluff, CA 96080

(530) 529-0000

student@gmail.com

SKILLS:

- Bilingual in Spanish and English
- Experienced working work horses, dogs and cats
- Demonstrated dependability and responsibility
- Competent listener and able to follow directions
- Proficient computer skills, including MSWord, Excel, PowerPoint, email, internet research
- Type 35 wpm
- Able to proof read and catch errors

EXPERIENCE:

- | | | |
|---|--------------------------------------|--------------------------|
| Motel Maid | Traveler's Motel, Red Bluff, CA | April - May 2017 |
| <ul style="list-style-type: none">• Temporary job for busy season• Cleaned each room within the allowed time limit• Cleaned and disinfected rooms• Made beds properly• Checked and/or refilled toiletries, coffee, utensils, sheets and towels• Washed, dried and folded sheets and towels | | |
| House Sitter | Private Party, Cottonwood, CA | June 2015 – October 2016 |
| <ul style="list-style-type: none">• Worked on an as needed schedule• Checked on the home twice a day• Provided care to animals, including chickens, fish and dogs• Bathed dogs• Watered the garden• Cleared roof of acorns | | |
| Teacher Assistant (TA) | Red Bluff High School, Red Bluff, CA | January – June 2016 |
| <ul style="list-style-type: none">• Assisted Agriculture Teacher• Recorded students' attendance• Made deliveries to the Main Office and other teachers• Made copies• Checked in and reviewed students' homework assignments• Organized binders and shelves | | |

EDUCATION:

Red Bluff High School

Graduating 2019

Student #2

100 Main Street
Red Bluff, CA 96080
Cell (530) 200-0101
Home (530) 529-0000
student@gmail.com

OBJECTIVE:

Obtain the Dishwashing position with M&M Ranch House Restaurant

QUALIFICATIONS:

- * Possess a current CA Food Handler's certificate
- * Trained in food and workplace safety
- * Maintained positive attendance record at school
- * Met catering event dress requirements
- * Worked in a fast pace environment

JOB HISTORY:

Kennel Attendant Tehama County Animal Shelter 6/1/2016 – Present

- * Required to clean a specific number of kennels each shift
- * Cared for, fed and exercised animals
- * Followed safety procedures while working with animals

Concession Stand Volunteer Red Bluff High School 10/1/16 – 11/30/16

- * Set up sale items
- * Prepared nachos and hot dogs
- * Took orders from customers
- * Accepted cash payment and counted back accurate change
- * Maintained a clean work area
- * Restocked items as needed
- * Cleaned up after events

EDUCATION:

Red Bluff High School Graduating 2019

Culinary Arts I and II

Football team – 2 seasons

Track team – 1 season

FFA member – 3 years

PERSONAL STATEMENT:

I have been commended by my past and current teachers for maintaining positive attendance and attitude while in class.

Student #3

100 First Street
Gerber, CA 96035
(530) 385-0000

student@gmail.com

Objective: A position where I can demonstrate my customer service skills and abilities.

Highlights:

- Interacted with customers on a daily basis.
- Answered phones and routed messages.
- Took customers' orders at the drive through window.
- Operated cash register and scanner.
- Counted back change to customers.
- Balanced cash register at the end of a shift.
- Prepared food stations for service.
- Followed safety procedures.
- Maintained a clean work area.
- Swept and mopped floors.
- Vacuumed rugs and furniture.
- Dusted furniture.

Experience:

Days Inn Housekeeper	Chico, CA June 2017 to September 2017
Del Taco Crew Member	Red Bluff, CA January 2016 to May 2016
Taco Bell Crew Member	Red Bluff, CA June 2015 – August 2015

Education:

Red Bluff High School Key Club member Connect Crew 40+ hours of community service	Red Bluff, CA
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References: Available upon request

Students #4

100 First Street
Gerber, CA 96035
(530) 385-0000
student@gmail.com

Objective:

A job where I can learn new things.

Volunteer Work:

I have participated in over 60 hours

- Teachers' Assistant for 5th grade class at Bidwell School. Assisted students with reading, writing and math.
- Volunteer for PATH. Served food to the homeless, cleaned kitchen area and visited with the clients.
- Brentwood care facility. Visited with elderly residents, read them stories and helped them feel appreciated.
- Baptist Church volunteer. Helped with youth activities at the church. Played the guitar for worship services.

Experience:

Car Washer

Cleaned inside and outside of vehicles, including vacuuming and dusting
Careful and detailed with cleaning

Lawn Care and Gardening

Mowed lawns
Raked leaves
Weeded yards

Pet Care

Fed cats and dogs
Walked dogs
Bathed cats and dogs
Cleaned litter box

Hobbies:

Cross country track, playing guitar, helping others, working with animals

Student #5

Red Bluff, CA 96080

Cell: (530) 209-1155 (TEXT ONLY)

Home: (530) 529-0000

Email: student@gmail.com

Objective: Seeking part-time employment.

Highlights:

- Bilingual in Spanish and English; able to speak, read and write in both languages
- CPR and First Aid certified
- CA Food Handler's certified

Experience:

Computer Skills

- Microsoft Office: Works, Excel, PowerPoint, Publisher
- Adobe Photoshop
- Type 30 wpm
- Website creation

Lawn Care

- Mow and rake lawns
- Sweep sidewalks and driveways
- Rake and bag leaves
- Weed flower beds

Babysitter

- Care for children from 2 months old to 10 years old
- Supervise children during meals, play, baths and sleep
- Change infant diapers
- Give baths to infant and children
- Perform light housekeeping tasks
- Wash, dry and fold laundry

Education:

Red Bluff High School

Currently Attending

Maintaining a 3.0 grade point average

Currently participating in the Childcare occupations course

Participated on the Track Team for 2 years

REFERENCES FORMAT

A. Begin your reference page the same way you began your resume:

John Smith
100 First Street
Gerber, CA 96035
(530) 385-0000
student@gmail.com

B. List the following information **for 3-4 individuals**:

Name of reference (first and last)
Name of company for which they work & their job title
City, State and Zip Code
Their phone number & email address
Their relationship to you

Example:

Ms. Sue Rockman
Walmart, Sales Associate
Red Bluff, CA 96080
(530) 529-5555 – srockman@gmail.com
Past Co-Worker

C. Tips for References:

- A *professional* reference is a recommendation from a person who can vouch for your qualifications for a job. *Professional* references may include a former or current employer/supervisor, current or past co-worker, someone for whom you have completed a project (such as yard work, child care, pet care, etc.), teacher, club advisor, Pastor, mentor, or someone with a positive standing in the community (Judge, law enforcement, business owner, etc.). Whoever you use should know you well enough to be able to recommend you for employment.
- Do not use relatives; employers prefer you list *professional* business references.
- Be sure to **ask** people if you may use them as a reference **BEFORE** you add them to your reference sheet.
- Ask potential references what they think of your ability to perform a job, accomplish a goal or complete a task. Remind them this is the type of information you would like them to share if contacted for a reference.