

The following four pages are examples of filling out your resume/ application data sheet to assist you in preparing to create your own professional resume.

Resume/Application Data Sheet

1-Contact Contacto	Full Name Nombre Completo <i>Jennifer Elaine Compton</i>		
	E-Mail Address Dirección de Correo Electrónico <i>jecompton83@anymail.com</i>		
	Mailing Address Dirección <i>1234 Michigan Avenue</i>		
	City Ciudad <i>Anytown</i>	State Estado <i>TX</i>	Zip Code Codigo Postal <i>00077</i>
	Home Phone Telefono de Domicilio <i>555-555-5567</i>	Cell Phone Mobil <i>555-666-9887</i>	Work/Other Trabajo/Otro <i>555-654-3289</i>
2-Summary of Qualifications Resume de Calificaciones	<i>Over 20 years of responsible work experience</i>		
	<i>Bachelor of Science Degree in Social Work</i>		
	<i>Supervisory Experience</i>		
	<i>Great Leadership Skills</i>		
	<i>Initiated Adopt-A-Grandparent Program at Junior High School</i>		
	<i>Planned and coordinated various programs for senior citizens</i>		
	<i>Outstanding Communication Skills</i>		
	<i>Work well independently as well as part of a team</i>		
3-Work Experience Experiencia Profesional	Company Name Nombre de Compania <i>Texas State University</i>		Dates of Employment Fechas de Trabajo <i>08/86 to Present</i>
	City Ciudad <i>Anytown</i>		State Estado <i>Texas</i>
	Title of Position Held Título de Posición Sostenida <i>Program Director</i>		
	Responsibilities (Brief and Concise) Responsabilidades (Breve y Conciso) <i>Responsible for supervising Volunteer Activities Department of a large university</i>		
	<i>Trained, recruited and scheduled 60 volunteers for a nursing home visitation program. Developed listening skills through work for Friends of The Elderly</i>		
	<i>Program. Assisted elderly with reading and writing correspondence. Initiated Adopt-A-Grandparent Program at Junior High School providing group activities for students and elderly in the community. Edited bi-monthly volunteer activity newsletter.</i>		

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Name Nombre Jennifer Elaine Compton

3-Work Experience
Experiencia Profesional

Company Name Nombre de Compañia <u>Erick Manor</u>		Dates of Employment Fechas de Trabajo <u>08/84</u> to <u>07/86</u>	
City Ciudad <u>Anytown</u>		State Estado <u>Texas</u>	
Title of Position Held Título de Posición Sostenida <u>Assistant Activities Director</u>			
Responsibilities (Brief and Concise) Responsabilidades (Breve y Conciso)			
<u>Responsibilities involved supervising regional conference for Girl Scouts of America. Handled staffing, accommodations and programming arrangements. Also created reality-orientation programs for mentally impaired nursing home residents.</u>			
Company Name Nombre de Compañia <u>Senior Citizens Coalition</u>		Dates of Employment Fechas de Trabajo <u>01/81</u> to <u>06/84</u>	
City Ciudad <u>Anytown</u>		State Estado <u>Texas</u>	
Title of Position Held Título de Posición Sostenida <u>Program Assistant</u>			
Responsibilities (Brief and Concise) Responsabilidades (Breve y Conciso)			
<u>Responsible for planning and coordinating educational, health and social programs for Senior Citizens Coalition, resulting in increased weekly program participation by 40 participants. Also assisted in development and design of monthly newsletter.</u>			
Company Name Nombre de Compañia <u>County Courthouse</u>		Dates of Employment Fechas de Trabajo <u>12/76</u> to <u>10/80</u>	
City Ciudad <u>Anytown</u>		State Estado <u>Texas</u>	
Title of Position Held Título de Posición Sostenida <u>Court Clerk Typist</u>			
Responsibilities (Brief and Concise) Responsabilidades (Breve y Conciso)			
<u>Responsibilities involved managing and typing court documents</u>			
<u>Maintained court docket on a daily basis</u>			
<u>Also responsible for filing and answering telephones as well as maintaining order in the Clerk's Office.</u>			

4-Education
Educación

University Universidad <u>Texas State University</u>	
City/State Ciudad/Estado <u>Anytown, Texas</u>	Years Attended Años Asistieron <u>1978</u> to <u>1981</u>
# Hours Completed # Horas Completadas	Degree Graduado <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Associates <input checked="" type="checkbox"/> BA <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD <input type="checkbox"/> Other _____
Major Principal <u>Social Work</u>	Minor Menor <u>Gerontology</u>
College/Trade School Preparatoria <u>Yancy Junior College</u>	
City/State Ciudad/Estado <u>Anytown, Texas</u>	Years Attended Años Asistieron <u>1974</u> to <u>1976</u>
# Hours Completed # Horas Completadas	Degree Graduado <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Associates BA <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD <input type="checkbox"/> Other _____
Major Principal <u>Social Work Courses</u>	Minor Menor
High School Escuela Superior o Secundaria <u>Webster High School</u>	Diploma/GED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Diploma/GED
City/State Ciudad/Estado <u>Webster, Texas</u>	Highest Grade Completed <u>12</u> Grado Más Alto Completado

5-Skills
Habilidades

Equipment/Machinery Equipo o Maquinaria	Computer Programs Programas de Computadoras
<input checked="" type="checkbox"/> 10-Key Calculator <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Fax Machine <input type="checkbox"/> Scanner <input checked="" type="checkbox"/> Multi-Line Phone <input type="checkbox"/> Recording Equipment <input checked="" type="checkbox"/> Video Equipment <input type="checkbox"/> Other _____	<input type="checkbox"/> Forklift <input type="checkbox"/> Scissorlift <input type="checkbox"/> Welding Equipment <input type="checkbox"/> Hand Tools <input type="checkbox"/> Drilling Equipment <input type="checkbox"/> Construction Equip <input type="checkbox"/> Electrical Tools <input type="checkbox"/> Automotive Tools <input type="checkbox"/> Other _____
Typing Speed (wpm) Velocidad de Escribir a Maquina <u>60</u>	Microsoft <input checked="" type="checkbox"/> Filemaker Pro <input checked="" type="checkbox"/> Word <input type="checkbox"/> Lotus <input checked="" type="checkbox"/> Excel <input type="checkbox"/> Pagemaker <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Quark <input checked="" type="checkbox"/> Outlook <input checked="" type="checkbox"/> Quicken/QuickBooks Adobe <input type="checkbox"/> Print Shop <input checked="" type="checkbox"/> Illustrator <input type="checkbox"/> InDesign <input type="checkbox"/> Photoshop <input type="checkbox"/> Canvas <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____

6-Certificates/Training
Certificados y Entrenamiento

<u>Management Skills Seminar, Anytown, Texas, 01/83</u>
<u>Supervisory Training, Anytown, Texas, 05/85</u>

7-Honors/Awards
Premios/Honores

<i>Certificate, Supervisory Training, 05/85</i>
<i>Award, Employee of the Month, 04/90</i>

8-References
Referencias

Name <i>William J. Johnson</i> Nombre			
Mailing Address <i>12452 University Drive</i> Direccion			
City <i>Anytown</i> Ciudad	State <i>Texas</i> Estado	Zip Code <i>00078</i> Codigo Postal	
Company/Title <i>Director of Programs, Texas State University</i> Compania/Titulo			
Home Phone <i>555-555-1669</i> Telefono de Domicilio	Work/Other <i>555-555-3400</i> Trabajo/Otro		
Name <i>Janelle B. Hastings</i> Nombre			
Mailing Address <i>1348 Spring Creek Drive</i> Direccion			
City <i>Anytown</i> Ciudad	State <i>Texas</i> Estado	Zip Code <i>00072</i> Codigo Postal	
Company/Title <i>Supervisor, Senior Citizens Coalition</i> Compania/Titulo			
Home Phone <i>555-555-2547</i> Telefono de Domicilio	Work/Other <i>555-555-1600</i> Trabajo/Otro		
Name <i>Reverend Fred Smith</i> Nombre			
Mailing Address <i>6433 Hymeadow Road</i> Direccion			
City <i>Anytown</i> Ciudad	State <i>Texas</i> Estado	Zip Code <i>00074</i> Codigo Postal	
Company/Title <i>Minister, West Hills Baptist Church</i> Compania/Titulo			
Home Phone <i>555-555-9090</i> Telefono de Domicilio	Work/Other <i>555-555-8521</i> Trabajo/Otro		
Name <i>Marie Chandler</i> Nombre			
Mailing Address <i>35 Parkside, Unit A-1</i> Direccion			
City <i>Anytown</i> Ciudad	State <i>Texas</i> Estado	Zip Code <i>00071</i> Codigo Postal	
Company/Title <i>School Teacher, Retired</i> Compania/Titulo			
Home Phone <i>555-555-9895</i> Telefono de Domicilio	Work/Other <i>555-666-5874 cell</i> Trabajo/Otro		