Chapter 11

Activity SS11-1 Résumé Writing

**Directions:** Read the following information. Edit the document and format it to create a professional-looking résumé. Use the default spacing and font of your word-processing software. Next, create your own personal résumé.

Karen Gomez

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San Bernardino, CA 82408

909-000-0000

kgomez@xxx.com

OBJECTIVE

To obtain a sales position with a large sports equipment retailer.

WORK EXPERIENCE

Value Insurance Co., 4331 Camino Real, Alameda, CA 909-000-0000

Sales Assistant

September 2008–present

• Assisted the Western Region sales team with customer accounts.

• Assembled benefits packages for major clients.

• Updated records to ensure accurate account information was available to the sales team at all times.

• Handled queries from corporate customers about benefits and accounts.

• Arranged in-house meetings, training sessions, and motivational workshops for the sales team.

Westwood Bank & Trust, 93, MacArthur Blvd., Alameda, CA 909-000-0000

Teller

June 2007–September 2008

• Provided customer services at the bank’s main downtown branch.

• Received training in bank security and safety for customers and employees.

• Handled daily accounting transactions and reconciliation tasks.

• Informed customers about various bank products.

EDUCATION

• Graduate of Pilgrim High School with 3.5 GPA, June 2007.

• Attended San Bernardino Valley College, September 2007-June 2010,

Major: Physical Education.

SPECIAL SKILLS

• Member of Pilgrim High School and San Bernardino Valley College soccer and volleyball teams.

• Winner of statewide swimming championships in 2006 and 2007.

• Volunteer with Boys and Girls Clubs of America.