

for EMPLOYMENT PREPARATION PHASE I

RESUME EXAMPLE

RESUME COMPONENTS

1. Headline
2. Career Statement
3. Career Summary
4. Core Competencies
5. Career Highlights
6. Professional Experience

Dennis Grant

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Retail Associate & Customer Service (1)

(2) *Reliable, Driven and Competent*

(3) Strong interpersonal and time management skills enhanced by taking part in activities and training that develop confidence and communication skills. Proven ability to establish rapport and collaboration through employment and volunteer engagements. A dedicated individual who is motivated to maintain customer satisfaction and positively contribute to company success.

(4) Core Competencies:

- Customer Service
- SERV Safe Certified
- Teamwork
- Problem Solving
- Microsoft Office Suite Proficient
- Conflict Resolution
- Energetic Work Attitude
- Cash Management

(5) Career Highlights

- President of Local Chapter of Jobs for Montana's Graduates Program
- Facilitated and participated in Community Service event to beautify the downtown area by painting murals of area attractions on buildings
- Currently working on final Community Service project to achieve rank of Eagle Scout

(6) Employment History

12/2017 – Present

Nations Burger Station, Hometown, MT
Team Member

- Received customer orders in fast-paced environment
- Prepared and packaged food items per customer's order
- Received payments and returned accurate change.
- Maintained a clean and safe working environment

01/2014 – Present

U- Cattle Ranch, Hometown, MT
Ranch Hand

- Feed and water livestock
- Repair fences
- Assist in the branding and vaccination of cattle
- Set up and operate irrigation equipment

01/2015 – 12/2017

Hometown Restaurant, Hometown, MT
Cook

- Prepare and cook food items from menu
- Maintain a clean working environment
- Maintain safety standards in work areas