

# Resume Worksheet

(Full Name) Arianna Smith  
First Middle Initial. Last

(Address) 6054 Baltimore Avenue  
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Egg Harbor Township, NJ, 08234  
City, State Zip Code

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**Objective Example:**  
● To secure a position in sales  
● To obtain an internship in.....  
● To increase my knowledge and skills in  
.....

## JOB OBJECTIVE:

To obtain a position that would allow me to apply my educational skills.

**EDUCATION** Benedict College Spring 2023  
School Expected Graduation  
Date GPA: 3.2 (optional and only if 3.0  
or higher)

Related Classes: (list vocational/technical classes, CATEC Classes, foreign language, etc.)

Intermediate Spanish I

**For Example:**  
Office  
Administration  
Technical  
Drawing Peer  
Mediation  
Auto Mechanics  
I Spanish I-III

## WORK EXPERIENCE (List most recent job first)

1. Millennium Pool Company Lifeguard  
Business Job Title Dates (May 2019-Present)  
Duties: Example: September 2003-present

As a lifeguard, Id work to ensure that all swimmers and residents are following the pool rules at all times. I also clean the pool deck and work to provide the best swimming experience for everyone.

2. Dunkin Donuts Team Member  
Business Job Title Dates (May 2019-August 2019)

Duties:  
As a team member, Id provide excellent customer service by properly using the POS system to carry out cash transactions and I also prepared drinks and meals.

3. 5000 Boardwalk Condos Lifeguard  
Business Job Title Dates (May 2015-August 2019)

Duties:

As a lifeguard, I work hard to ensure swimmers and residents were making the most out of their swimming experience by ensuring everyone followed the pool rules.

**VOLUNTEER EXPERIENCE**

Eastern Shore Service Workers Association Volunteer March 2019- Present  
Business Job Title Dates (Beginning date- end)

Duties:

As a volunteer, I work to provide each member with medical care, housing, and food.

**SKILLS AND QUALITIES (list hard and soft skills)**

*Each line should begin with a verb or adjective, for example: Skilled in...,*

**Enjoy..., Certified in..., Able to..., Good....**

*I am certified in Lifeguarding, CPR, AED, and First Aid. I am able to use Microsoft Word, Powerpoint,*

*Office, Excel, etc. I am also able to use POS(point of sales) systems to perform cashiering duties., I am good at oral communication, team working, and problem-solving.*

**Soft Skills**  
*oral communication skills, problem-solving and other cognitive skills, personal qualities & work ethic, and interpersonal and teamwork skills*

**Hard Skills**  
*Knowledge of: computers/software, video equipment, foreign language, specific tools. Excel in math, science; artistic skills (music, dance, etc.); certifications*

**ACTIVITIES (List clubs, extracurricular, volunteer)**

Benedict Scholars Program August 2019-Present

Honor Society September 2020- Present

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\_\_\_\_\_  
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**REFERENCES (Name, Relationship and phone number for each) or say: Available**

**Upon Request**

*Available upon request.*

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