

James Emmett and Company Resume

Guidelines and Example

Step 1: Create your own resume or download one from Microsoft Word or any online source.

- Creating your own resume can be easy if you have all the relevant information. In the next steps we will go over what you'll need in your resume. A good rule of thumb is to try and keep your resume to just one page.

Step 2: Include a heading at the top of your resume.

- This should include your name, address, email, and phone number (depending on the position you can include information such as your LinkedIn profile)

Step 3: Add in your objective or summary.

- An objective is, what skills can you bring to the company you are applying for? This is a brief statement of what skills and qualifications you can bring to the position. A summary will be more detailed and includes your accomplishments and knowledge gained from previous positions.

Step 4: Add in your work experience.

- Include the job title, company name, location, job description, responsibilities, and dates employed. Work experience should be listed in reverse chronological order, which means starting with your most recent employment first.

Step 5: List your education.

- Just like work experience, you want to list your highest education completed. Include your high school or college name, the degree earned, and years attended, or year graduated. If you have just completed your schooling it would be best to include GPA or any academic achievements.

Step 6: Skills and Qualifications.

- It's important to list skills and qualifications that pertain to the job you are applying for. Example: If I'm applying for a computer software company, I would list that I am proficient in computer applications such as Excel, Word, PowerPoint, etc. Hard skills (those that pertain to the position) should be listed first. Soft skills such as leadership, teamwork, critical thinking, etc. should be listed next.

Other Sections

- There are other sections you may add to your resume such as, languages, certifications, awards, and volunteer experience.

Let's put it all together!

- Below is an example of a resume that JEC has created from scratch. Remember there are thousands of beautiful pre-made templates you can use, but just to show you how easy you can create your own resume, see our example below. JEC wishes you the best of luck in your future adventure!

Jon Smith

Address, City, St, ZIP Code – Phone Number – Email- LinkedIn Profile

Objective

Experienced Customer Service Representative with demonstrated and awarded experience in helping customers. Strong communication skill. Looking to apply my five years of experience to help the team at 123 provide excellent support to its customers.

Experience

This Company

Customer Service Representative – XYZ – Everywhere, USA

June 2016 - Present

- Handled all incoming sales calls
- Resolved customer complaints
- Received an award for Customer Service Representative of the year

That Company

Administrative Assistant

December 2013 – June 2016

- Assisted with customer phone inquiries
- Created new forms for reporting data
- Updated files in new computer system

Education

Tech College – Right Here - WI

Administrative Assistant Degree

May 2012

Skills and Qualifications

- Customer Relationship Management
- Public Speaking
- Negotiation
- Teamwork
- Time Management
- Computer Application Knowledge

Awards

- Customer Service Representative of the Year (2021)