

**YOUR
LOGO
HERE**



Simple. Easy. Effective. FREE.™

gethiredmiami 100% FREE Resume Builder Worksheet

STEP #1 | YOUR INFORMATION

- First Name | Middle Initial | Last Name _____
- City | State _____
- Telephone _____
- Email Address _____
- Type of resume? Chronological or Functional
 - *A functional resume highlights skills and abilities and is a good option for people who have gaps in their work experience (such as being in prison).*
- Purpose of the resume? _____
- Type of job you are applying for? _____

STEP #2 | PROFILE OR BACKGROUND SUMMARY

A well-written Profile or Background Summary is like a green light at a traffic stop. Employers will gain interest. A Background Summary is typically 1-3 very concise sentences about your achievements and experiences that relate to the job you seek

Here are examples of a well written Background Summary –

(1) "Recent bilingual high school graduate known for creative and organizational skills. Reliable and dependable with a special talent for customer services, aimed at ensuring return business. Can work efficiently for long hours and on rotating shifts." (2) "An enthusiastic high school graduate with a strong interest in handling front desk work at a dynamic organization, ensuring exceptional customer service and satisfaction."

The above are very short and to the point. It immediately tells the reader about the writer's job title, the number of years of work experience, and strengths. Your turn.

- _____

Our goal – improving lives through employment.™ Nothing more.

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STEP #3 | CORE SKILLS OR KNOWLEDGE, SKILLS AND ABILITIES (KSAS)

These selected keywords need to be focused on your abilities or add your own based on your past employment or experience. For example – Hospitality Industry, Security, Sales, etc.

- | | | |
|--|---|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Ethical Trustworthiness | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Fluency in English and Creole | <input type="checkbox"/> Results Orientation |
| <input type="checkbox"/> Working with Others | <input type="checkbox"/> Fluency in English and Spanish | <input type="checkbox"/> Safety Compliance |
| <input type="checkbox"/> Career Motivation | <input type="checkbox"/> Leadership | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Customer Service | | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Decision Making | | <input type="checkbox"/> _____ |

STEP #4 | YOUR CURRENT OR MOST RECENT JOB

- Employer _____
- Job Title _____
- Start Date (Year) _____
- End Date (Year) _____
- City | State _____
- Responsibilities and Notable Accomplishments _____



STEP #5 | EDUCATION

Any Degree, Diploma, Schooling or Certificate of Training?

- Diploma or Degree? _____
 - *For example – High School Diploma or General Educational Development (GED) or High School Equivalency Diploma (HSED) or Certification or Certificate of Training.*
- Area of Study _____
- Name of School _____
- End Date (Year) _____
- City | State _____

USE MULTIPLE SHEETS if you have have had DIFFERENT JOBS and/or EDUCATION

Please complete the below

NAME _____ SHEET NUMBER _____ of _____ TOTAL SHEETS

