



Extreme Makeover: THE RESUME

Before

After

Alexa B. Feinstein 

88 Pinecrest Circle • Portland, OR 97229
503.781.1234/503.781.5678
abf@email.com

Objective: I want to get an internship that will give me life experience in the Services Industry.

Education: I go to Portland Regional High School. I will graduate June 2009. I take Computer Applications, Accounting, Personal Finance, Economics, and International Finance.

Work Experiences:

Perfect Pastries: April 2008 – Present
125 Post Road
Portland, OR 97229

Bakery Assistant
I was responsible for opening and closing bakery and I managed and prepared all bakery merchandise.

Wickford Aquatics Center:
575 Main Street
Portland, OR 97229

Head Lifeguard
I was head lifeguard at 1100 member aquatics club. I was responsible for scheduling lifeguards and I had to provide swimming lessons.

Watch Hill Inn Summer 2001
555 Watch Hill Road
Portland, OR 97229

Desk Clerk: I answered phones and provided efficient check-in/out service.

Community Services:
Teacher Aide, Wickford Elementary School
Soccer Coach, Wickford Youth Soccer Association
Portland Animal Hospital Volunteer

Skills: My skills are Microsoft Office, Italian, Girl Scouts

NO COLORED PAPER OR CLIPART

AVOID CONVERSATIONAL LANGUAGE

PROFESSIONAL FORMAT

PROOFREAD CAREFULLY

BLACK INK ONLY

NO MULTI-COLOR TYPE

USE A CONSISTENT FONT

ALLOW FOR WHITE SPACE

DON'T CROWD THE PAGE

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Ph: 503.781.1234 • Cell: 503.781.5678
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Objective: To obtain an internship that will give me life experience in the Services Industry.

Education: Portland Regional High School
Expected Diploma, June 2009

Related Coursework: Computer Applications, Accounting, Personal Finance, Desktop Publishing, Business Economics, International Finance

Work Experience: **Perfect Pastries** April 2008 – Present
125 Post Road
Portland, OR 97229

Bakery Assistant

- Responsible for opening and closing bakery
- Prepare bake shop for incoming shift
- Manage and prepare all bakery merchandise

Wickford Aquatics Center Summer 2005-2008
575 Main Street
Portland, OR 97229

Head Lifeguard

- Head lifeguard at 1100 member aquatics club
- Responsible for scheduling lifeguards
- Provide swimming lessons

Watch Hill Inn Summer 2001
555 Watch Hill Road
Portland, OR 97229

Desk Clerk

- Answered phones
- Provided efficient check-in/out service

Community Service: Teacher Aide, Wickford Elementary School 2005 - Present
Soccer Coach, Wickford Youth Soccer Association
Portland Animal Hospital Volunteer

Skills: Microsoft Office, Italian, Girl Scouts

References: Provided upon request

USE ORGANIZED LISTS

USE HIGH QUALITY PAPER