

## Your Name - Resume

**Working file at: [www.businessballs.com/resume.htm](http://www.businessballs.com/resume.htm)  
The first section of this resume template is about your personality - use statements that relate to the requirements of the job and the employer.**

## Personal Profile / Personal Attributes

- Create 5-7 descriptive bullet-point phrases that describe your strengths and attributes
- These statements should also reflect the personal qualities that the employer seeks
- Keep the statements simple and clear; one line for each statement
- Keep to a consistent format; use professional, concise, intelligent language
- Use good, appropriate punctuation; semi-colons are effective for joining word-strings
- Ensure you are able to back-up and provide an example for each statement you make
- More tips at [www.businessballs.com/resume.htm](http://www.businessballs.com/resume.htm)

**This shows what you can do - it's about your capabilities. Relate them to the job requirements and the employer's needs.**

## Experience / Specialisms

- Create 5-7 professional statements which explain your experience and/or specialisms
- Select the experience that best fits your capabilities and the needs of the new job
- Ensure each statement provides an example of a different capability
- For example, planning, communicating, problem-solving, analyzing, etc.
- More tips at [www.businessballs.com/resume.htm](http://www.businessballs.com/resume.htm)

**This shows what you have done and indicates your credibility and potential. Relate this to the job requirements. Achievements need not all be work-based.**

## Achievements

- Create 3-7 professional statements which describe your achievements
- Select the examples that best illustrate capabilities relevant to the needs of the new job
- Try to show a variety of types of achievements
- Achievements need not be work-related, especially for young people with little work history
- Ensure you attach context, scale, facts and figures to your achievements described
- More tips at [www.businessballs.com/resume.htm](http://www.businessballs.com/resume.htm)

## Career History

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry

**Briefly list your past jobs, employers, industry, and dates (mth/yr). Most recent first. Try to keep the details in neat columns. Briefly state responsibilities if not self-explanatory from the job titles. If appropriate state at the end: 'References are available upon request'.**

## Personal Details

- name
- address
- phone numbers
- email
- website address
- DOB (date of birth - optional)
- marital status
- driving license
- dependents (children)

## Education and qualifications

- school, college, dates, etc
- qualifications

## Hobbies

- it is helpful to show hobbies that reflect qualities which relate to the job requirements

**Insert your contact information, education, etc, in these two boxes. Double-click on box borders to reformat. To make more space reduce font size to 9 or 10pt.**

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See [www.businessballs.com/resume.htm](http://www.businessballs.com/resume.htm) for a working file version of this resume template sample, and for specific help on adapting and using this resume template, for creating and writing effective resume personal descriptions and statements, good covering letters, and creative proactive job-hunting.

The above webpage also contains lots of helpful notes for trainers and teachers, and for people who wish to create their own professional, impressive and effective resumes.

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If using the working file template to produce your own resume you should obviously remove this page and the long copyright box on the left side of template itself.

In the doc file version, available from the website, the red 'notes' boxes can be removed by clicking on the box border and deleting.

Boxes can be reformatted by double-clicking on the box borders and then using the on-screen options. Box sizes can be changed by clicking and dragging the box borders.

Box borders around text can be removed to leave text only, which creates more space and a different design effect.

Further general help with career training and personal development is at [www.businessballs.com](http://www.businessballs.com).

Alan Chapman accepts no liability for any issues rising from the use of this free resume template and the website advice.

**Be bold, and be proud of who you are and what you can do.**

**Never let anyone tell you that you cannot be or do anything you dream to be.**

It is normal for many people to under-estimate themselves and to ignore their greatest qualities. If this is you, seek some input from a positive friend to help you see your strengths and potential.

Follow your dream.