SAMPLE RESUME

65-13 Woods Avenue, apt. 3C Phone 917-800-9999
Woodside, NY 11377 E-mail fhernandez@yahoo.com

Felicita Hernandez

Summary	Seamstress
Objective	Skilled position in the garment industry
Summary of qualifications	Professional seamstress with 24 years experience in the clothing field .

Work experience	1989 - 2002	Fashion World	New York, New York
	Seamstress		
	Sewed women's, men's and children's clothing.		
	1978 - 1984	Ropa Fina S.A.	Bogota, Colombia
	Fabric cutter		
	Cut pieces of fabric to pattern specifications.		
	Received skilled sewing training.		

Education	1969 - 1977	Bogota, Colombia
	Elementary and junior high school.	
Languages	Spanish, some English	

RÉSUMÉ CHECKLIST

Your résumé should include:

- Name, address, email address, and telephone number
- Description of work history
- Any professional licenses or certifications
- Any memberships in professional organizations
- Any publications
- Your educational background
- Honors and awards

Your résumé may include:

- Community and volunteer work
- Training: formal, technical, and on-the-job
- Military experience
- Hobbies
- The phrase "references available upon request"

Your résumé should not include:

- Your photograph
- Names of spouse or children
- Names and addresses of references
- Reasons for leaving past jobs
- Salary requirements
- Past salaries
- Date of birth

(The last four items may be requested on a job application, but do not include them on a résumé.)

Adapted from <http://www.nc-net.info/ESL/index.php>

What do you know about American resumes?

Work with a partner to answer true or false to these questions:

	True	**False**
1. There is more than one correct style for an American resume.	☐	☐
2. You should put your date of birth on your resume.	☐	☐
3. You don't have to tell the dates of your graduation.	☐	☐
4. You should always put your marital status on your resume.	☐	☐
5. You should include all the schools you attended on your resume.	☐	☐
6. You should include references on your resume.	☐	☐
7. You should include your health status (example: health: excellent) on your resume.	☐	☐
8. You should never include your hobbies on your resume.	☐	☐
9. You can leave some jobs off your resume.	☐	☐
10. You should use a pretty color paper, such as light blue for your resume.	☐	☐
11. Your e-mail address should be on your resume.	☐	☐
12. Your resume can be 4 pages long.	☐	☐
13. Your education must be listed first on your resume.	☐	☐
14. You should write a short explanation about each job.	☐	☐

Sample cover letter

Your Name
Your Address
Your telephone
Your e-mail address

Today's date

Human Resources Director or Name from advertisement
Company Name
Street Address of Company
City, State   Zip code of Company

Dear _____   :

I am writing in response to your advertisement in *(name of newspaper or website).* I would like to apply for the position of (*name of job).*

I am very (*one good quality)* and (*another good quality).* My experience includes (*tell two or more things you have done).*

I am enclosing my resume to give you more information about my experience. I look forward to hearing from you soon.

Sincerely,

your signature

your name (typed)