

RESUME EXAMPLE 1

JOE SMITH

5555 Lakewood Road
Somewhere, CA 55555
(555) 555-5555
Joe@gmail.com

Objective

To obtain a challenging opportunity which would help me utilize my motivation and determination to succeed in a career oriented position

Experience

Diamond Walnut, Stockton, CA

January 2010-June 2010

Laborer

- Loaded materials and products into package processing equipment
- Recorded product, packaging, and order information on specified forms and records
- Measured, weighed, and counted products and materials
- Marked and labeled containers, container tags, or products, using marking tools
- Placed or poured products or materials into containers, using hand tools and equipment
- Removed completed or defective products or materials, placing them on moving equipment
- Assembled line and pad cartons, crates, and containers using hand tools

Labor Ready, Stockton, CA

February 2009 – May 2009

General Laborer

- Recorded numbers of units handled or moved, using daily production sheets
- Moved freight, stock, and other materials to and from storage or production areas
- Sorted cargo before loading and unloading
- Assembled product containers using hand tools and precut lumber
- Packed containers and re-packed damaged containers
- Performed general construction duties including sweeping, digging trenches, and drywall repair
- Sorted and stacked boxes in warehouses and other storage facilities

Sara Lee Company, Stockton, CA

May 2008 – September 2009

Sorter

- Sorted and discarded products not meeting specifications
- Discussed inspection results with those responsible for products

- Recorded inspection or test data, such as weights, temperatures, grades, or moisture content
- Marked items with details such as grade or acceptance-rejection status
- Cleaned and disinfected machinery and equipment
- Stacked bread onto pallets, utilizing forklift when necessary
- Miscellaneous duties included sweeping and other labor activities

Education

Franklin High School, Stockton, CA
High School Diploma

September 1980 - June 1984

Laborer's Local 185, CALPIA Career Technical Education, Stockton, CA
Prison Industry Authority Course in Concrete Placement and Finish

June, 2009

References

Upon Request

RESUME EXAMPLE 2

BRYAN SMITH

Phone: (555) 555-5555
Bryan@gmail.com

55 Chicago Road
Chicago, IL 55555

OBJECTIVE

To use my skills and experience to obtain full time employment

EXPERIENCE

Crescent Corporation Warehouse

November 16, 2018 - Present

- Assemble display cases for distribution
- Use hand tools, pneumatic tools, forklift, and manual pallet jack to perform duties

Shop'n Save

August 27, 2014 – October 15, 2014

- Unloaded delivery trucks, stocked shelves
- Used stand up forklift to properly place pallets in our warehouse

EDUCATION

Pekin Community High School

1995 - 1999

Pekin, IL

High School Diploma

SKILLS

- OSHA certified on LP sit down forklift
- Knowledge and experience using various hand and pneumatic hand tools, including nail gun and staple gun
- Experience with operating an overhead hoist
- Able to cut lumber to specific lengths to build custom skids and crates to properly ship products
- Able to MIG weld and properly use acetylene torch
- Knowledge of work orders, inventory, and shipping and receiving procedures

REFERENCES

Available upon request

RESUME EXAMPLE 3

JOHN SMITH

2222 Going Places Drive
Napa, CA 94558
(707) 555-5555
something@gmail.com

I am a hardworking, dependable individual who thrives in a fast-paced environment. I work well individually or on a team. I take pride in my work and show up early and stay late if necessary. I always get the job done and in a timely manner. I have a positive attitude and choose to see challenges as opportunities. Producing quality work is important to me, and I am open to coaching and feedback.

SKILLS

- Fluent in 2 Languages
- Known Problem-Solver
- Experienced in Shipping and Receiving
- Familiar with Safety Protocol
- Known for Attention to Detail
- Understanding of Task Management
- Known for Being Organized
- Flexible with Tasks and Responsibilities

PREVIOUS EMPLOYMENT

January 2008 - June 2010

Line Cook, SANDWICHES AND MORE, NAPA, CA

- Prepared and packaged deli items
- Provided customer service and welcomed customers in a friendly, courteous manner
- Maintained a clean and organized service area

EDUCATION

May 1968

New Heights High School

High School Diploma

May 2001

Napa County

Building Trades License

CERTIFICATIONS

February 2002

Employment Readiness

Certificate Received

January 2005

Career Readiness Class

Course Completion