

RÉSUMÉ

A résumé is an advertisement for an interview. Often it only gets 10 to 20 seconds of attention, so make it easy to read.



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Some countries require more information, such as a birthdate or a photograph. How about yours?

EDUCATION:

expected May 2010, **B.A.**, Information Science, California State University, Fullerton

2006, **A.A.**, Liberal Arts, Irvine Valley College

A.A. = Associate in Arts, **A.S.** = Associate in Science
B.A. = Bachelor of Arts, **B.S.** = Bachelor of Science
M.A. = Master of Arts, **M.B.A.** = Master of Business Administration
Ph.D. = Doctor of Philosophy

LANGUAGES:

- English (**native** speaker)
- Spanish (**advanced**)
- Japanese (**basic**, JLPT level 4)

SKILLS:

- **Basic** MS Word, Excel, PowerPoint, Outlook
- **Intermediate** HTML, CSS, and web design using Adobe Dreamweaver and Photoshop
- **Usual** office machines such as telephone, copy machine, fax, and transcriber.

Which is more important to an employer — education or experience?

EXPERIENCE:

2006-**Present**. *Administrative Assistant*, BURBANK CORPORATION, Irvine, CA, (949) 456-7890.

Responsible for calendar, schedules, employee files, and nightly computer backup in the Production Department.

2004-2006. *Bookseller*, KAT'S BOOKSTORE, Costa Mesa, CA, (949) 635-2800. **Maintained** bookstore displays, helped customers to find books, and **rang up purchases**. First employee to win the store's monthly **customer service** award voted upon by **peers**.

2002-2004. *Retail Clerk*, STARR GREETING CARDS, Santa Ana, CA, (714) 456-0012. **Assisted** customers, did **inventory**, **restocked** shelves, and made **bank deposits** for the store.

REFERENCES: Available upon request. (or "Provided upon request.")

SPEECH ACTIVITY: Interview the person sitting next to you. Give a summary to the class.

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