



Career Services

College Services Building 106
360-752-8396

Sample Chronological Résumé

Susan Carey

4444 A Street
Bellingham, WA 98229
(360) 555-5555
susancarey@email.net

Objective

To obtain a nursing assistant position while completing my Practical Nursing Certificate.

Highlights of Qualifications

- Experience in the healthcare field, primarily working with elderly populations.
- WA State Certified Nursing Assistant.
- Obtained a certificate from the State of Washington to be a restorative therapy assistant.

Education

Bellingham Technical College	Nursing Certificate	June 2007
St. Francis Extended Health Care	Nursing Assistant Certificate	November 2004

Employment

Certified Nursing Assistant Pinewood Health Care

Bellingham, WA
January 2006 - Present

- Assisted nurses and physicians in a variety of procedures
- Cleaned and sanitized patient rooms.
- Provided personal assistance and served meals to patients.
- Transported patients to appointments.

Restorative Therapy Assistant Alderwood Park

Bellingham, WA
July 2004 - January 2006

- Followed specific exercise programs and assist the elderly in performing them.
- Reported the physical abilities of the patients to a physical therapist.
- Worked under little to no supervision.

Certified Nursing Assistant St. Francis Extended Health Care

Bellingham, WA
April 2001 - June 2004

- Cleaned and sanitize patient rooms.
- Served meals and snacks to the elderly.
- Assisted nurses and doctors in a variety of procedures.
- Provided personal care to the elderly.



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Sample Chronological Résumé

Elizabeth Wood

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(360) 555-5555
elizabethw@email.com

OBJECTIVE: Find a challenging and rewarding job that utilizes my technical skills in the information technology field.

EDUCATION, CERTIFICATIONS, AND TRAINING:

- Associates Degree in Computer Network Technology from Bellingham Technical College.
- A+ Certified, Microsoft Certified Professional, Network + Certified, and Dell Certified System Engineer.
- Experience with Windows 2003, XP, NT 4.0, Microsoft Office, Linux/Unix and Novell systems.
- Capstone project setting up a wireless network in the BTC Cafeteria working with the Computer Services Department.

EXPERIENCE:

Intern Spring 2005 Bellingham School District Bellingham, WA

- Worked in a select team to troubleshoot computer lab issues.
- Developed a timeline to upgrade software in local elementary schools.
- Learned new database tracking system for inventorying school district equipment.

IT Assistant 2004-2005 Verizon Bellingham, WA

- Desktop staging and re-imaging of 500+ desktop computers, docking stations, and phone systems for remodeling project.
- Assisted with troubleshooting in two major call centers.
- Conducted technical survey/inventory on 43 Stores in the Northwest area.

Install Engineer 2003-2004 Smart Corporatin Seattle, WA

- Helped administer course computers using Windows XP, 2000, NT 4.0, and 98.
- Planned and coordinated unique installations with each customer and then implemented, tested, and modified each plan as needed or requested by the golf course management.
- Worked in a self-managed work environment meeting contractual deadlines.
- Using both manual and power tools, installed a wireless GPS monitored golf cart management system.
- Soldered electrical boards, built antenna wires, and installed radio repeaters.

Field Technician 2001-2003 Electronics, Inc. Colorado Springs, CO

- Performed on site maintenance of customer's computers, printers, servers, copiers, power supplies, and POS registers.
- Used Windows, Excel, Word, and Outlook for reports.
- Installed new software and hardware for installations.
- Ordered and maintained an accurate logistical inventory of parts.



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Sample Functional Résumé

RYAN JONES
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Bellingham, WA 98229
(360) 555-5555
ryanjones@email.net

OBJECTIVE:

Seeking a summer internship position where I can contribute and utilize my culinary skills.

SUMMARY OF SKILLS & QUALIFICATIONS:

- Foundational knowledge and skills in culinary arts.
- Familiar with industry terms, knife skills, cutting techniques, and fabrication skills.
- Strong customer service and interpersonal skills. Ability to work well in teams and independently.
- Knowledge of appropriate sanitation in the kitchen environment.
- Basic awareness in hospitality and food service.
- Interest and willingness to learn new skills and expand my culinary qualifications.

EDUCATION:

Bellingham Technical College	Culinary Arts AAS Degree	June 2008
	Culinary Arts Certificate	June 2007
Bellevue High School	HS Diploma	

WORK EXPERIENCE:

February 2006 – August 2008	Coffee-To-Go	Renton, WA
June 2003 – August 2005	The Pizza Place	Bellevue, WA

CERTIFICATIONS & AWARDS

- Serv-Safe
- Dean's List
- Phi Theta Kappa Honor Society
- Honorable Mention Award

REFERENCES AVAILBLE UPON REQUEST



Sample Combination Résumé

Peter Johnson

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Bellingham, WA 98225
(360) 555-5555
pjohnson@email.com

- Objective** Currently pursuing a full time position as an Instrumentation Technician.
- Education** Bellingham Technical College, June 2007
- Instrumentation and Control Technology AAS Degree
- Sehome High School
- High school diploma
- Related Knowledge and Skills**
- Troubleshooting electronic circuitry and Instrument loops.
 - Installing fully working Instrument loops
 - Pressure, level, temperature, and flow measurement analysis, including calibrations for various circumstances
 - Pneumatic and electronic PID control tuning
 - Disassembly and reassembly of DVC 6000 valve positioners as well as Fisher globe valves
 - Variable speed drives and AC motors
 - Programmable Logic Controllers, Distributed control systems
 - AC/DC theory
 - Computer skills including: Microsoft Office, AutoCAD and Labview
- Experience**
- Construction Worker
06/07 - 09/07, ABC Building, Bellingham, WA
- Summer position. assisted in framing, siding, and demolishing buildings. Packed lumber and cleaned up.
- Maintenance
03/05 - 06/07, Sports & Fitness, Bellingham, WA
- Utility maintenance and cleaned to prepare for opening.
- Construction Worker
06/05 - 09/05, Number One Construction., Bellingham, WA
- Summer position. Assisted in framing houses and apartments, packed lumber, equipment and cleaned scrap materials.
- Construction Worker
03/04 - 06/05, The Framing Company, Bellingham, WA
- Basic labor, packed lumber and cleaned up.



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