

HIGH SCHOOL/BASIC - BEFORE



11/6/15

Greetings Isaiah!

Please complete the following resume preparation questions so that I can best represent your talents to potential employers. Please return, via email, to crystal@write2success.com.

1. Current address? Phone number? Professional email address

845 N. Football, Chicago, IL 60707, (708) 555-1537, i.cornerback@hotmail.com

2. What is your highest level of education? Name of school(s)? Degree(s) in what field? Year you graduated? Expected graduation date (if applicable)?

Junior Year, Chicago Bulls Academy, Chicago, IL
Graduating in June 2017

3. List all classes that you are currently taking?

Pre-Calculus, Biology, Spanish, English 3, History and P.E

4. List school organizations that you're affiliated with i.e. sports, community service, student union, etc.

Varsity football and varsity track

5. Last 10 years work experience (Please provide 3-4 informal bullet points per job describing your specific accomplishments while in the position) --- Also for each job, include MONTH/YEAR of start and end dates, TITLE, COMPANY, CITY/STATE.

- Data entry
- Microsoft Word
- Internet Searches
- Construction clean up crew member

6. Volunteer work experience? Community interactions?

PAWS, Chicago IL

Assisted staff members in the care of dogs including meal prep and helping to sanitize the animals' living quarters.

West Cook YMCA, Chicago IL

Cleaned and disinfected empty residence rooms. General janitorial duties.

European American Association, Chicago IL

Filing paperwork and Inventory Management (sorting, bundling, stacking, storing, etc.) of donated items.

7. Ultimate life/career ambitions?

I am seeking a career in the field of engineering. Although there are many areas to consider, so far my interest is in electrical engineering. I am still exploring other options at this time.

8. Self-proclaimed skills i.e. customer service, communication, organizational, etc.

Customer service, Organizational,

9. Describe yourself in 5 words.

Helpful, Integrity, Outgoing, Focused, Diligent

ISAIAH J. CORNERBACK

845 N. Football • Chicago, IL 60707 • (708) 555-1537

i.cornerback@hotmail.com

CUSTOMER SERVICE ADVOCATE

Customer-friendly service associate with sincere desire to provide superior service to all customers. Focused, punctual, and effective multi-tasker confidently performs tasks under pressure. Diligent and outgoing team player willingly helps others. Competent candidate who displays excellent communication skills, professional demeanor, and capable of working alone or alongside team members seeks a position with your company.

EDUCATION

High School Diploma – Junior (11th grade)

Chicago Bulls College Prep, Chicago, IL

Expected attainment date: June 2017

- Biology
- Physical Education

Current Classes

- English 3
- Pre-Calculus
- History
- Spanish 2

QUALIFICATIONS SUMMARY

COMMUNICATION SKILLS

- Enhance written and verbal communication skills through volunteerism, customer interactions, team member collaboration, conducting class presentations, and class discussion participation.
- Possess technical proficiency in data entry and operating phone systems, copiers, printers, scanners, fax machines, and software including *Windows 8 and 10, Microsoft Office*, and social media platforms.

CUSTOMER SERVICE CAPABILITIES

- Exercise active listening skills, grasping the desires and needs of clients on an individual basis.
- Gain knowledge of morally correct business practices through class education and life experiences.

WORK EXPERIENCE

PAWS

July 2015

Medical Center Volunteer

Chicago, IL

- Helped staff members in proper care of canines including meal prep and living quarter's sanitation.
- Supported veterinarians with taking notes, procuring supplies and handling items within animal shelter.

WEST COOK YMCA

July 2015

Janitor – Volunteer

Chicago, IL

- Vacuumed and swept floors, cleaning and disinfecting empty residence rooms to create fresh settings.
- Contributed to daily team maintenance efforts and general upkeep placing materials in proper storage.

SKY-LIGHT CARPENTRY

Summer 2014

Laborer – Seasonal

Chicago, IL

- Assisted in demolitions, followed detailed safety instructions, and participated in general cleanup duties.
- Collaborated with team members to create a clean, safe environment for an effective work space.

EUROPEAN AMERICAN ASSOCIATION

October 2013

Inventory Associate – Volunteer

Chicago, IL

- Demonstrated organization skills by sorting, bundling, stacking, and safely storing donated items.
- Systematically maintained easy-to-read spreadsheet properly filing accurate paperwork of all inventory.

SCHOOL AFFILIATIONS

- **Varsity Football**, Running Back and Team leader 2013 – Present
- **Varsity Track**, Team Captain 2013 – Present