**COS Pre-Resume Worksheet**

**Education:**

First and Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program:\_\_\_\_\_\_\_\_\_\_\_\_ Session:\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Objective:** What do you want to do? (Example: To obtain a position as a Stylist)

A job objective is often used by high school students who do not have much work experience as a way to fill a one-page resume. Please be sure that the objective you list corresponds to the job you are applying for---once you have enough skills/certifications/experience to fill a complete page, you may delete the objective. Most employers realize your objective is to get the job you are interviewing for ☺

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**Education:**

Butler Area Senior High School Butler, PA Class of \_\_\_\_\_\_

First Baptist Christian School Butler, PA Class of \_\_\_\_\_\_

Karns City Jr. Sr. High School Karns City, PA Class of \_\_\_\_\_\_

Knoch High School Saxonburg, PA Class of \_\_\_\_\_\_

Mars Area Senior High School Mars, PA Class of \_\_\_\_\_\_

Moniteau Jr. Sr. High School West Sunbury, PA Class of \_\_\_\_\_\_

Portersville Christian School Portersville, PA Class of \_\_\_\_\_\_

Seneca Valley Senior High School Harmony, PA Class of \_\_\_\_\_\_

Slippery Rock Area High School Slippery Rock, PA Class of \_\_\_\_\_\_

Butler County Area Vocational-Technical School

Butler, PA 16001

*Vocational Course*: Cosmetology *Year Started*: \_\_\_\_\_\_\_\_-present

**Skills:** What skills have you learned in class? You could also list additional skills you have learned from an employer.

* Hair Cutting, Shaping, Styling
* 45 degree
* 90 degree
* 180 degree
* Blunt cut
* Clipper cut
* Permanent Waving
* Relaxing
* Hair Coloring
* Hair and Scalp Treatments
* Skin Care (facials)
* Waxing
* Make-Up
* Manicures
* Pedicures
* Salon procedures

**Certifications:**

* SP2 Year \_\_\_\_\_\_\_\_\_\_\_\_
* Academy Pro Hair extensions Year \_\_\_\_\_\_\_\_\_\_\_\_
* Academy ProAir Brush Make-up Year \_\_\_\_\_\_\_\_\_\_\_\_
* Bactronics Year \_\_\_\_\_\_\_\_\_\_\_\_
* Icon Shears Year \_\_\_\_\_\_\_\_\_\_\_\_
* PA Cosmetology State Board Exam Year \_\_\_\_\_\_\_\_\_\_\_\_
* CPR Year \_\_\_\_\_\_\_\_\_\_\_\_

**Client Jobs/Clinical Experience:**

You can include client jobs you have done in the salon and client jobs from field trips.

EX: St. Barnabas, Manicure Fall 2017

 Park Manor (Presbyterian senior Center), Perm Spring 2016

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Year **\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Year  **\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Year **\_\_\_\_\_\_\_\_**

**Volunteer Experience/Community Activities/School Activities:**

Are you involved in any clubs? Sports? Church groups? Boy Scouts? Girl Scouts? Missions?

List the organization, what you did, and the date/years.

EX: Butler Senior High School, Marching Band 2017-present

 Relay for Life, Participant Spring 2016

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_

**Awards:**

List any awards you may have received and the year you received them.

EX: Seneca Valley High School, High Honor Roll Fall 2017

 Moniteau High School, Literary Journal Award Spring 2017

 BCAVTS, Principal’s List Fall 2017

 Target, Employee of the Month May 2016

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**Employment History:** Starting with current job.

1. Date of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:**

You should ALWAYS ask permission to use someone as a reference.

This person should be someone who knows you and can discuss your work ethic or personal merit. It should **not** be a friend or family member. You can ask an employer, a guidance counselor, a teacher, a neighbor, a family friend, someone from a club or organization to which you belong…

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_