



Missy Quest  
CV Resources  
For My Facebook Fans

# Punch Your Ticket: Write a CV that opens doors!

Use this form to rate your CV or to allow your friends to rate it for you. Grade your CV in each of the categories, then write in suggestions for improvements.

	Rating Levels			What I need to revise, rewrite, cut, chop, burn
	You're Hired!	Back to School	You're Fired!	
Is your spelling perfect?				
Is your grammar as proper as the Queen's?				
Did you avoid slang or acronyms that aren't spelled out?				
Does your narrative flow?				
Is your objective statement focused?				
Do you use numbers to describe your accomplishments?				
Do you stress your accomplishments over skills and duties?				
Is it clear? Do the keywords associated with the position applied for stand out?				
Does it leave out irrelevant personal information?				
Is your language concise and do you avoid flowery description?				
Does it emphasize your benefits for the employer?				
Does it make the reader want to read it?				
Is the printing professional?				
Is it on good heavy stock paper?				
Does the layout grab your eye?				
Do your strong points stand out?				
Is the industry/product-line of past employer(s) clear?				

# Punch Your Ticket: Write a CV that opens doors!

Do your sentences emphasize action words?				
Is it clear and to the point?				
Does it sell what you are trying to sell about you? (sales, problem-solving, tech genius, etc.)				
Does it avoid use of distracting graphics?				

108 Second Street, P.O. Box 158, Connelly, NY 12417  
845-331-6142 \* doughboywh@hvc.rr.com

## DENNIS J. WIESE

**Profile:** Worker with 30 years of experience in bakery and technical arts. Skills include customer service, lighting and stage set up, baking, adherence to department of health standards for food preparation, inventory and quality assurance.

### **Work Experience:**

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***Baker***

**12/98-2/08**

Hurley Ridge Market West Hurley, NY

- Completed morning bake
- Started coffee machines
- Stocked the bakery shelves
- Prepared the bagels and muffins for the customers
- Made specialty items, such as black and whites, banana nut bread, different kinds of scratch cakes and cookies
- Took inventory and did the ordering
- Checked in bakery products from outside salesman.

***Baker***

**6/96-12/98**

Sam's Club, Kingston, NY

- Baking in bulk quantities: cookies, pies muffins from scratch
- Packaged and priced goods
- Employee of the Month Award.

***Baker and Fryer***

**6/91-6/96**

K-mart, Kingston, NY

- Baked breads and rolls
- Fried donuts
- Priced goods
- Stocked shelves.

***Stage Hand and Lighting Technician***

**1979-6/91**

Meadowlands Sports Complex

- Worked doing concerts and sporting events
- Unloaded equipment and set up stages

- Worked spotlights
- Took down and loaded equipment
- One day as well as multiple day projects

**Education:**

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**New Utrecht High School**  
High School Diploma

**1964**

**C.C.N.Y.**

Attended 2 Semesters 1965  
Liberal Arts and Sciences

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# [Your Name]

## Objective

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[Describe your career goal or ideal job.]

## Professional Accomplishments

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### [Field or Area of Accomplishment]

- [Job responsibility/achievement]
  - [Job responsibility/achievement]
  - [Job responsibility/achievement]
- 

### [Field or Area of Accomplishment]

- [Job responsibility/achievement]
  - [Job responsibility/achievement]
  - [Job responsibility/achievement]
- 

### [Field or Area of Accomplishment]

- [Job responsibility/achievement]
  - [Job responsibility/achievement]
  - [Job responsibility/achievement]
- 

### [Field or Area of Accomplishment]

- [Job responsibility/achievement]
  - [Job responsibility/achievement]
  - [Job responsibility/achievement]
- 

## Employment History

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[Dates of employment]	[Job title]	[Company Name], [City, ST]
[Dates of employment]	[Job title]	[Company Name], [City, ST]
[Dates of employment]	[Job title]	[Company Name], [City, ST]
[Dates of employment]	[Job title]	[Company Name], [City, ST]

## Education

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[Date of graduation]	[Degree]	[School Name], [City, ST]
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## References

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References are available on request.

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**[Your Name]**

[phone]

[Street Address], [City, ST ZIP Code]

[e-mail]

## Professional Profile

[Briefly describe your professional background and education relevant to this position.]

- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]
- [Relevant skill]

## Professional Experience

[Company Name], [City, ST]

[Dates of employment]

[Your Title]

### Achievements:

- [Achievement]
- [Achievement]
- [Achievement]

### Responsibilities:

- [Job responsibility]
- [Job responsibility]
- [Job responsibility]
- [Job responsibility]
- [Job responsibility]

[Company Name], [City, ST]

[Dates of employment]

[Your Title]

### Achievements:

- [Achievement]
- [Achievement]
- [Achievement]

### Responsibilities:

- [Job responsibility]
  - [Job responsibility]
  - [Job responsibility]
  - [Job responsibility]
  - [Job responsibility]
-

[Company Name], [City, ST]  
[Dates of employment]  
[Your Title]

Achievements:

- [Achievement]
- [Achievement]
- [Achievement]

Responsibilities:

- [Job responsibility]
- [Job responsibility]
- [Job responsibility]
- [Job responsibility]
- [Job responsibility]

## Education

[College or University Name], [City, ST]  
[Degree Obtained]  
[Date graduated]

## References

References are available upon request.



## **Professional Profile**

### **Career Objective**

Include a sentence or two with your career objectives here.

### **Personal Profile**

Include a brief paragraph about yourself and career history including your professional and personal profile as it relates to the job you are seeking.

### **Skills Summary**

- Career skills
- Career skills
- Career skills
- Career skills
- Career skills
- Career skills

## **Professional Experience**

### **Primary Functional Expertise**

- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
  - Detail

### **Secondary Functional Expertise**

- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail
- Describe functional expertise as it relates to your current or former job experiences.
  - Detail

### **Additional Functional Expertise**

- Describe functional expertise as it relates to your current or former job experiences.
- Describe functional expertise as it relates to your current or former job experiences.
- Describe functional expertise as it relates to your current or former job experiences.

## **Education**

SCHOOL NAME – City, State  
Degree, year

SCHOOL NAME – City, State  
Degree, year

# Your Name

Address, City, State, Zip Code, Phone Number, Email address

## Personal Profile

- ◆ Enter academic achievements, career goals, etc., here
- ◆ Enter academic achievements, career goals, etc., here
- ◆ Enter academic achievements, career goals, etc., here

## Education

School Name – School City, State  
Degree Expected, Degree Expected Date

School Name – School City, State  
Degree Expected, Degree Expected Date

## Experience

### Professional Experience

Company Name, Dates of Employment

- ◆ Job description, responsibilities and accomplishments
- ◆ Job description, responsibilities and accomplishments

### Professional Experience

Company Name, Dates of Employment

- ◆ Job description, responsibilities and accomplishments
- ◆ Job description, responsibilities and accomplishments

Company Name, Dates of Employment

- ◆ Job description, responsibilities and accomplishments

## Activities

- ◆ List sports, clubs, etc as well as dates of involvement
- ◆ List sports, clubs, etc as well as dates of involvement
- ◆ List sports, clubs, etc as well as dates of involvement