

This workshop is designed to aid young adult students in constructing their first resumes. It will focus largely on the gathering and organization of information before presenting that information in a concise, professional manner. Students should also learn the proper form for resumes, such as correctly formatting their resume, employing professional language, and using appropriate punctuation.

**Supplies:** Your resume is intended to impress potential employers; therefore, you should print the resume using nicer supplies than you would if you were doing academic or letter writing. Use standard 8 1/2- X 11-inch bond paper, 24 lb. Use a matching envelope when mailing your resume. However, in the computer age, it is unlikely that you will mail your resume. Sime most resumes are submitted through the



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### **SUMMARY:**

Apply thorough knowledge of computer systems and applications to install, deploy, and test new systems. Research various hardware and software to improve the overall Information and Technology (IT) function. Assist colleagues with IT needs.

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## Allegiance Behavioral Health

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### Plainview, TX

The Service Development Representative develops referral relationships with resources in the community and acts as a conduit for information between the facility and the resources making each aware of how their services may compliment and meet the client's needs. Collaborates with the medical director, program administrator, staff and community to identify specific areas of educational needs. An annual educational calendar is developed and then implemented to enhance community understanding of mental

Name: \_\_\_\_\_

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

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

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

Job Objective: \_\_\_\_\_

• \_\_\_\_\_  
How much experience related to this line of work

• \_\_\_\_\_  
Training or education related to this line of work

• \_\_\_\_\_  
A special achievement or recognition

• \_\_\_\_\_  
Some key skills, talents, special knowledge

• \_\_\_\_\_  
Something about your positive attitude or work ethic

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School	Grade Level	Graduation Date
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Noteworthy Classes/ Advanced Classes

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Awards/Honors/Recognition

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Extracurricular Activities

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Statistics

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Company Name and City	Job Title	Dates of Employment
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One-liner

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One-liner

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One-liner

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Skill

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One-liner

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Skill

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One-liner

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Activity	Organization	Date
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One-liner

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Activity	Organization	Date
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One-liner

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