

From Job Application to Resume

By Tim Collins

You complete a **job application** to get a job. Sometimes you also give a company a sheet of paper with information about your education and experience. You prepare this sheet of information yourself and give it to the company. This sheet of paper is called a **resume**. In this worksheet you will learn to complete a job application and then use the information to make your resume.

A. Read the job application.

APPLICATION FOR EMPLOYMENT

Mayfair Coffee Shop 2022 Connecticut Avenue Washington, DC 30302			Date of application: March 4, 2003	
Name: <i>Marta Carcamo</i>		Social Security Number: <i>010-45-8922</i>		
Address: <i>102 Illinois Street</i>				
City: <i>Washington</i>	State: <i>DC</i>	Zip: <i>30301</i>	Telephone: <i>202-555-4175</i>	
Position Applied for: <i>Head Cook</i>				

EXPERIENCE	
Job Title: <i>Cook</i>	Dates: <i>December 2002 to now</i>
Company Name and Address: <i>City Diner 201 P Street Washington, DC 30302</i>	
Duties <i>Cook food, clean kitchen, plan menu</i>	Reason for Leaving <i>Restaurant is closing at the end of the month.</i>
Job Title: <i>Head cook</i>	Dates: <i>1992 to 2001</i>
Company Name and Address: <i>Holiday Hotel Santiago, Chile</i>	
Duties <i>Cook, help head cook</i>	Reason for Leaving <i>Moved to the United States.</i>

EDUCATION			
Schools	Name	Subjects Studied	Years Attended
High School	<i>Puebla High School Puebla, Mexico</i>		<i>1988 to 1992</i>
College(s) University(s)			
Trade School or Other Education	<i>Sanz School Washington, DC</i>	<i>English</i>	<i>2002 to now</i>

Answer the questions.

1. Where does Ms. Carcamo work now?

2. What high school did she go to?

3. What is her phone number?

4. What's her Social Security number?

B. Complete the job application about yourself.

APPLICATION FOR EMPLOYMENT

Mayfair Coffee Shop 2022 Connecticut Avenue Washington, DC 30302			Date of application:
Name:		Social Security Number:	
Address:			City:
City:	State:	Zip:	Telephone:
Position Applied for:			

EXPERIENCE	
Job Title:	Dates:
Company Name and Address:	
Duties	Reason for Leaving
Job Title:	Dates:
Company Name and Address:	
Duties	Reason for Leaving

EDUCATION			
Schools	Name	Subjects Studied	Years Attended
High School			
College(s) University(s)			
Trade School or Other Education			

A **resume** is a typed sheet of paper with information about your experience and education. You use it to get a job. Most of the information on a resume is also on a job application.

C. Read Marta Carcamo's resume.

Marta Carcamo
102 Illinois Street
Washington, DC 30301
212-528-4175

Experience

Cook, December 2002 to now
City Diner
201 P Street
Washington, DC 30302
I cook food, clean the kitchen, and plan menu.

Head Cook, 1992 to 2001
Holiday Hotel
Santiago, Chile
I cooked food. I helped the head cook.

Education

Santiago High School, Santiago Chile
Attended: 1988 to 1992

Sanz School, Washington, DC
Attended: 2002 to now
Classes in English as a Second Language

Look at the information. Which information is on a resume? A job application? Check the boxes.

	Application	Resume
1. Name	<input type="checkbox"/>	<input type="checkbox"/>
2. Address	<input type="checkbox"/>	<input type="checkbox"/>
3. Social Security Number	<input type="checkbox"/>	<input type="checkbox"/>
4. Reason for leaving	<input type="checkbox"/>	<input type="checkbox"/>
5. Education	<input type="checkbox"/>	<input type="checkbox"/>
6. Experience	<input type="checkbox"/>	<input type="checkbox"/>

