

PROOFREAD!

There are too many typos
and grammatical errors to count
in this resume.

Ted Porter
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Format on one or two
lines to save space

Avoid referring
to himself in
3rd person.

Many hiring managers think Objectives are unnecessary.
Consider a Professional Summary, instead, to highlight
what you can bring to the employer.

This commentary
belongs in a cover letter.

Objective

Ted's most significant asset is that he has the drive and motivation to conduct himself to do any type of work; being manual labor or professional type work. Since he has never held a job before, he has the will power and push to learn about a specific job, conduct that job, and finish it completely without any annoyance, and or difficulty.

Professional Experience

No professional experience is listed below or throughout. Applicant should consider professional volunteer work or internships to gain relevant work experience.

Ted is goal oriented and self-motivated; motivated by his drive to complete his dream goals in life, so that one day he may retire a happy man. This self-motivation was built up thanks to his participation on his High school football team. For four years Ted gave his all pushing himself during the long hot days of summer practice. With the zeal to become the best offensive lineman on the Davis Spartans football team; Ted successfully became a team captain by his senior year. Now he had a job of motivating others who too were aspiring to win, work hard, and be the best they could be just like him. He gladly accepted the offer, and became a well-spoken motivating teammate. Thanks to football Ted knows the responsibilities of being a team leader, how to motivate that team, and how to conduct himself around a team, while also knowing the feel of hard work, and long days.

This reads
like a personal
essay. Avoid
narrative
format. Bullet
out content
so it's easier
to read.

Condense
copy so it's
short,
concise and
to the point.

Activities

Sports-Football, Baseball

Clubs-Avid; since 8th grade Ted was in this college readiness course, which taught the importance of scheduling time, being organized, and most importantly getting into college. Thanks to this class Ted was ready for college after graduation in May of 2010, and is now a 3.1 G.P.A holder at Jefferson River College.

Move to education section. It's generally not necessary to mention GPA unless it's particularly noteworthy. Not that a 3.1 GPA is bad, but not sure it's going to really grab a hiring manager's attention.

Irrelevant

Ted volunteered while in high school as a youth coach for the Centennial High Tigers, for the 2009-2010 season, and also twice for the now closed Davis High Spartans during the 2007-2008 seasons. Ted's duty while as a youth coach was to help on the defensive line and special teams. He did his duty with much passion for both the game and his team.

Ted also volunteered at many church events, being an Usher at his home church World Evangelist Ministries, in Paradise, NV. There he steered church goers to their seats, and ran an Usher team of about 4-5 Usher's whose ages ranged from 5-10 years.

Move to
community
Service
section

Community Service

Ted has some prior community service work to take into account, such as helping at Trinity Church right here in Las Vegas. There he did light office work, putting together the Church program and constructing the church's agenda via Microsoft Word for the following Sunday's service.

Ted also participated in feeding homeless people through his church.

Don't be too casual!

Education

No mention of the applicant's skills such as software, languages, etc.

Davis High School graduate class of 2010

University of Nevada; one completed semester summer of 2010

Jefferson River College

No explanation of whether he graduated and when. Also does not mention what has major is, which is what the hiring manager will want to know most about.

Separate out
volunteer
activities so
it's clearer
and easier for
hiring managers
to understand.