

# Best Practices in Supported Employment

## POOR RESUME EXAMPLE

### GRETNA GREEN

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#### OBJECTIVE

To find a position as a babysitter.

#### HIGHLIGHTS

- Hard worker.
- Good with hands.
- Reads at Fifth Grade level.
- Socializes well.
- Stays on task with verbal prompts for six minutes.
- Identifies steps and tasks in sequence in reaching long and short term goals.

#### EXPERIENCE

##### ASSEMBLER

*APJ Corporation*

Assembled circuit boards.

**OCT 2019 – AUGUST 2024**

*Jamestown, VA*

##### BABY SITTER

*Johnson Family*

Watched children.

**MAY 2015 – SEPTEMBER 2024**

*Oregano, FL*

##### PREP COOK

*Juno's Restaurant*

Prepped food.

**2017 – 19**

*Minton, FL*

##### BUSSER / SERVER

*Jay's Diner*

Cleaned tables. Served food.

**2016 – 17**

*Minton, FL*

##### OFFICE CLERK (Volunteer)

*Claremont Sheltered Workshop*

Prepared promotional materials.

**2015 – 16**

*Minton, FL*

#### EDUCATION

##### DIPLOMA

*Sonoma High School*

**JUNE 2015**

*Oregano, FL*