Personal Care Assistant Resume Sample [Delete this line before using this for a job search]

**[Type your Nome]**

[Type your address]

[Phone Number]

[E-mail address]

**Summary**

I am a friendly, caring, and responsible person who is ready to provide home care to people who are elderly, disabled, or ill. I want to help people live as independently as possible, with dignity, respect, and comfort.

**Education**

Personal Care Assistant Training was completed online [Type the Date} through MN Department of Human Services.

[College Education if applicable, school, and years. Degree obtained, and year if graduated, location]

[List High School and year graduated if applicable, location]

**Employment History**

[Month and year of start - month and year of job’s end. Or – present if you are still working there]

[Facility or company and location]

Responsibilities: [Describe what you did at that job and add list of specific tasks…]

* Assisted …
* Provided …
* Organized …

[Add other jobs the same way, Also add volunteer work or health care you have done for family or friends that may be applicable to the position you are applying for, for instance….

* Assisted a family member with bathing, dressing, and exercises during a 6 month illness
* Provided emotional support and drove neighbor to clinic appointments
* Completed housecleaning and meal preparation]

**Achievements**

[Add something like I won a Championship ribbon at 2010 County Fair for my apple pie.]

**Certifications**

[Add something like I have a current CPR or First Aid Certificate or any special licenses]

**Hobbies**

[Add something like,

* Volleyball - I played for 4 years on a community team.
* Camping and hiking – I enjoy visiting State Parks.
* Sewing clothing and costumes.]

**References**

[Manager’s name and title]

[Facility or company]

[Phone number]

[E-mail address]

{Add other work and personal references the same way]