

To Whom It May Concern:

As I feel my resume, here attached, will indicate, I am a very dependable and consistent worker. I prefer long term employment and stick to any task I am set. I work hard and feel great satisfaction in a job well done. A thing worth doing is worth doing well.

I know that you, as an employer, are looking for honest employees that are punctual, dependable, and who can create and maintain positive relations with customers. Previous employers will confirm that I have a record of these qualities; as such I believe I will be a valuable addition to your team.

I would appreciate the opportunity to demonstrate my skills and character, in a personal interview with you. To schedule an interview, or if you have any questions regarding my resume you can contact me at **(515) 227-8880**. I am available for immediate employment. I look forward to hearing from you.

Sincerely,

Tyler Dillon
600 Pioneer Rd. #1202
Rexburg, ID 83440

Tyler Dillon

Contact

Tel : (515) 227-8880

e-mail : djdraycon@gmail.com

Address

600 Pioneer Road #1202, Rexburg, ID 83440

Profile

Objective To obtain a long-term position that will allow me to develop new and existing skills in an exciting environment.

Availability Immediately

Key Skills

I am able to keep a cool head when dealing with difficult or frustrating situations. I have excellent problem solving skills. I can resolve many computer and mechanical problems. I am very comfortable working with diverse cultures, races, and classes of people. I also have experience operating machinery and forklifts.

Education

August 2009 - Present **Brigham Young University - Idaho**

Rexburg, ID Working towards B.S. Degree in Psychology with a minor in Portuguese.

August 2002 - May 2006 **Fort Dodge Senior High School**

Fort Dodge, IA Graduated High School lettering twice in A Cappella Choir.

Work Experience

Brazil, Sao Paulo Interlagos Mission of the Church of Jesus Christ of Latter-day Saints.

July 2007 – July 2009

Sao Paulo, SP, Brazil.

Job Title: Missionary, Trainer

- ✓ Seven days a week I initiated conversations with people about religious principles, received and contacted referrals, delivered requested religious materials, answered questions and provided information about the Church, and setting up return appointments.
- ✓ Taught in homes and in public.
- ✓ Worked with other missionaries to set weekly, daily, and monthly goals, and evaluated the results of these goals, making proper adjustments where necessary.
- ✓ Assisted individuals to overcome self-destructive habits.
- ✓ Assisted in the training of other missionaries.

Reason for Leaving:

I finished my two year term of volunteer service and was honorably released.

Dust-Tex Industrial Laundry and Service

May 2005 – June 2007

Fort Dodge, IA

Job Title: Wash Manager

- ✓ Operation and maintenance of industrial washing and drying machines.
- ✓ Handling and use of industrial cleaning chemicals.
- ✓ Operation of a forklift.
- ✓ Requisition and processing of materials.
- ✓ Filling orders.
- ✓ Cleaning, grounds keeping, and maintenance.

Reason for Leaving:

I accepted a call to serve a full-time mission in Brazil.

Ames Concrete Contractors

June 2004 – September 2004

Ames, IA

Job Title: Laborer

- ✓ Pouring and cutting concrete.
- ✓ Maintenance of tools.

Reason for Leaving:

Foreman failed to provide training in necessary job skills.

Dust-Tex Industrial Laundry and Service**June 2001 – May 2004****Fort Dodge, IA****Job Title: Wash Manager**

- ✓ Operation and maintenance of industrial washing and drying machines.
- ✓ Handling and use of industrial cleaning chemicals.
- ✓ Operation of a forklift.
- ✓ Loading and unloading delivery vehicles
- ✓ Cleaning, grounds keeping, and building maintenance.

Reason for Leaving:

Left to pursue an opportunity for higher education in another city.

Activities, Interests, and Goals

I enjoy face to face interaction with other people. I am an amateur DJ. I enjoy card games and board games. I also enjoy some computer games. I am interested in computers and enjoy helping others with computer problems. I am also interested in personality typing (Myers Briggs Type Indicator, Hartman Personality Profile, and Jungian Typology). My goals in life are to be a good father and provider, and to be able to work in a field where I will be able to use my unique talents to help others in a meaningful way.

Language(s)**English** (native)**Portuguese** (fluent)**Professional References**

Terry Dillon	Dust-Tex Industrial Laundry and Service Fort Dodge, IA	Owner/Manager	(515) 570-0371
Kim Sharp	Ames Concrete Contractors Ames, IA	Owner/Manager	(515) 233-1285
Dale H. Bradford	Brazil, Sao Paulo Interlagos Mission Sao Paulo, SP, Brazil	Mission President	(513) 248-2880

Personal References

Joseph Cheney	Coordinator for the Church Education System of the Church of Jesus Christ of Latter-day Saints	Church Leader and Family Friend	(515) 233-5009
Christopher Jackson	Professor of Medicine at the University of Utah School of Medicine	Mission President	(801) 295-7028
Walter Baltzley	Entrepreneur	Personal Friend	(515) 451-7120