

SAMPLE RÉSUMÉ 1

Linda Phillips

Anywhere, California 90008

(310) 555-1212

Email: lphillips@home.net

WORK EXPERIENCE

January 2009 to present: Clerk at Kelso High School office. My duties include filing, typing student permits, and some computer work.

June 2006 to present:: Child Care: This position of trust involved general baby-sitting duties for children from ages 2 – 10 years. The care included meals or snacks as required. Also provided fun ‘parent-approved’ activities to entertain the children while they were in my care.

EDUCATION

Junior at Kelso High School. Graduating with the class of 2010.

HONORS

Dean’s Honor List: 2007-2008.

INTERESTS

Computers: Completed two Microsoft Office programs (Word & Excel).

Music: Taking private piano lessons since 1999.

EXTRA-CURRICULAR ACTIVITIES

Captain of the girl’s basketball team since 2007.

Assistant editor, Kelso High School Newsletter, 2008 to present.

REFERENCES PROVIDED ON REQUEST

SAMPLE RÉSUMÉ 2

Kent Carlos

Anywhere, USA 08618
(609) 555-1212
Email: kcarlos@home.net

EDUCATION

Currently attending San Gabriel High School. Will be graduating in 2010. Enrolled in honors pre-calculus, chemistry, honors English, Spanish 8 (4th year), debate, and tennis. Held a 4.0 grade point average for three semesters in high school.

SKILLS

Type 40 words per minute (wpm). Very willing to learn other professional skills. Proficient in Microsoft Power Point.

LANGUAGES

Fluent in English, Spanish, and Taiwanese. Learned to speak English and Spanish while living in Spain for 10 years. Learned Taiwanese and Mandarin while living in Taiwan for 4 years.

AWARDS

Faculty Honor List: 2007-2008

ACTIVITIES

Member of SGA (Student Government Association), Spanish Club, Varsity Tennis, and the Varsity Debate Team. Treasurer of Courtesy Committee and president of the Key Club.

INTERESTS

Interests include drawing, tennis, reading, travel, engineering, computers, and foreign languages.

REFERENCES PROVIDED ON REQUEST

SAMPLE RÉSUMÉ 3

Teena B. Sure

Anywhere, USA 30004

Phone: (678)-555-1212

E-mail: teena@hotmail.org

OBJECTIVE

Would love to use my customer service skills to help my employer's improve their business.

EDUCATION

Show High School, Show, GA

Going into 11th grade Fall/09. GPA 3.0 Classes taken include Algebra I & II, Advanced Writing & Composition, Conversational Spanish and Industrial Mechanics.

EMPLOYMENT 07/06-9/06

Customer Service—Hopkins Theaters

Usher, concession booth, maintained and repaired equipment, cashiered, answered phones and provided customer service.

OTHER WORK EXPERIENCE 01/06-Present

- Perform car washes and detailing for friends and family.
 - Average 4 cars per weekend.

VOLUNTEER EXPERIENCE 01/03-Present

Boys and Girls Club - Tutor students in math.

Fund-raiser for Grace Chapel Scholarship Fund and raised over \$300 this year.

SPECIAL TALENTS AND SKILLS

- Proficient with Microsoft Office products and some computer trouble-shooting.
- Outgoing, personable with great people skills.
- Demonstrated ability to work well with others and communicate effectively with a variety of people, including supervisors, peers and teachers.

HONORS AND AWARDS

- Honor Roll Freshman and Sophomore
- Golden State Honors in Algebra, Geometry and English

EXTRACURRICULAR ACTIVITIES

Primarily active in sports like swimming, dancing, golf and karate. Reading science fiction, philosophy, and hot rod magazines.

REFERENCES - Available on request