

Sample Resumes

Example #1

**Sue Garza**  
1615 Terrace Drive  
Vancouver WA 98685  
(360) 555-1516  
[sgarza@freemail.com](mailto:sgarza@freemail.com)

**OBJECTIVE**  
An internship with a Parks and Recreation Department.

**EDUCATION**  
VANCOUVER HIGH SCHOOL  
Expected Graduation, June 2003

**SKILLS**  
Nearly fluent in Spanish, possess a great ability to work as part of a team, able to multi-task, knowledge about handling wildlife and native plants.

**EXPERIENCE**  
**EXPLORERS** (February 2001 – Present)  
Volunteered to help organize and lead groups to clear brush, rebuild shelters, and aided in preserving local estuaries and wildlife preserves. Learned about surrounding wildlife habits and local plant biology. Led several hikes and assisted park rangers in informational talks.

**WILDLIFE PRESERVATION SOCIETY**  
(June – September 2000)  
Assisted in care of sick and injured wildlife, assisted front desk staff. Provided general office assistance, helped file and record data.

**CAMPUS ACTIVITIES**  
**VANCOUVER HIGH SCHOOL WOMEN'S BASKETBALL TEAM** (2000-2001)  
Worked as part of a successful state championship team, requiring extensive leadership, discipline, teamwork, and time management skills. Varsity Team Captain for two years (2000-2002)

**AWARDS/HONORS**  
Richard C. Brighton Scholarship award, 2000  
Honor Roll, 2000–2003  
Most Improved Player Award, 2001-2002

**INTERESTS**  
Hiking, Backpacking, Camping, Biking, and Skiing

Contact information is complete and includes e-mail address for the prospective employer's convenience

Clear and concise objective statement

Expected graduation date

Optional entries help to let potential employers know more about you

Sample Resumes Continued

Example #2

Jamilla L. Nelson

209016 NE 44<sup>th</sup> Street  
Vancouver, WA 98684  
(360)854-0219  
[jnelson@aol.com](mailto:jnelson@aol.com)

OBJECTIVE:

A full-time production worker in a high-tech electronics firm.

SKILLS:

Excellent computer - design skills  
Ability to work as part of a team or independently  
Good organizational skills

EDUCATION:

**Vancouver High School**  
Diploma to be Awarded, June 2003 (GPA 3.2)

**Specialized Courses**

Japanese (2 years), Electronics, Keyboarding, Calculus, Drafting (CAD)

EXPERIENCE:

**Hillman Trucking Firm, Ridgefield, WA (360)887-5555**

Parts Room Clerk (June 2001 – Present)  
Maintained proper check-in and checkout procedures, using both manual and electronic inventory systems. Conducted inventory control procedures.

**Burgerville, Hazel Dell, WA (360)696-5555**

Counter Server (July 2000- May 2001)  
Handled receiving and delivery of orders while assuring excellent customer service. Responsible for operation of registers and monetary calculations, including balancing of the register at the closing of each shift.

**Vancouver HS VICA Student Organization**

President, 2001-2002. Member, 2000-2003

**Vancouver Soccer Team**

Team Captain (2001-2002)

HONORS:

State VICA Drafting Contest, 3<sup>rd</sup> Place  
Most Improved Soccer Player (2001-2002)

Important skills that relate to the objective

Education, including key courses that relate to job interests

Uses a mixture of paid work experience and unpaid, school backed experiences to highlight skills and responsibilities