

Sample Resumes

Example #1

Sue Garza
1615 Terrace Drive
Vancouver WA 98685
(360) 555-1516
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 44th Street
Vancouver, WA 98684
(360)854-0219
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, 3rd 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