

Sample Resume - High School - No Work Experience

First Name Last Name

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia

2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Sample Teen Resume

First Last Name
Street Address, City, State, Zip
Phone (Cell/Home)
Email Address

Objective:

To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

Education:

Main St. High School, Philadelphia, PA

Selected Courses:

Early Childhood Development (2005) - Freshman Year
Urban Education (2006) - Sophomore Year
Urban Education - Psychology (2006-07) - Junior Year
Urban Education - Instructional Internship (2007-08) - Senior Year
Dance and Art Electives

Activities:

- Modeling Club (2005) MSHS
- JROTC Drill Team (2005) MSHS
- Drama Club (2005) MSHS
- Cheerleading (2005-2008) MSHS

Volunteer Work and Job History:

McDonald's Fast Food Restaurant (2007)
Philadelphia, PA

Boutique, summer (2007)
Philadelphia, PA

Beacon Program, summer (2006)
Philadelphia, PA

Convenient Store, summer (2006)
Philadelphia, PA

Skills and Languages:

- Spanish - Beginners level
- French - Beginners level
- Communication skills
- Experience in child caring - intermediate

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Education

Arlington High School, Arlington, Virginia

2002 – 2006

Experience

Sales Associate, The Retail Store

June 2005 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
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Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Sample High School Resume (Retail Store)

First Name Last Name

6 Elm Avenue, Stockler, CA 91733
Home: 111.111.1111 Cell: 766.444.4444
petals@flowershop.com

OBJECTIVE

A weekend part time position in a retail store that sells music, books or sporting supplies.

EDUCATION

Woodrow Wilson National High School, Stockler CA
High School Diploma anticipated in May 2009 Junior, GPA 3.41
High School Awards and Honors
National Honor Society: Fall 2005, Fall 2006, Spring 2008
Middle School Academic Honor Roll: 2002, 2003
Perfect Attendance 2006

WORK EXPERIENCE

Franklin's Lawn & Garden Services, Stockler CA 2004 to Present

- Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly.
- Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly.
- Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck's Sodas & Pizza, Stockler CA Summer 2007

- Restocked condiments, napkins and maintained a clean counter.
- Provided great customer service for about 25 walk-in customers on each shift.
- Operated cash register, POS, and frequent guest card system.

VOLUNTEER & COMMUNITY

Big Kids Society - 10 hours monthly
Library Reading Program - 2 hours monthly
5K Walk with family - October 2004, 2005, 2006

INTERESTS & SKILLS

-Community Basketball League - Most Improved Player Award 2001
-Bass Guitar - Indoor Marching Band 2nd Place Tournament of Bands 2008
-Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research