

# Sandy Smith

---

7699 Third Avenue  
Careerville, AZ 99000

Phone: (555) 512-0000

## **Job Objective**

Seeking a part-time volunteer position with the Careerville Recreation Department.

## **Education**

Valley High School, Careerville. Will graduate in June, 2014. Elective classes in Art, Drawing, Computer Graphics, and Spanish.

## **Skills & Activities**

- Typing speed, 40 words per minute.
- Teacher Aide in Computer Lab, 2011-12
- Principal's Honor Roll, 5 semesters.
- Second Place Art Award, Careerville Fair, 2012.
- Tactful and skilled in human relations.
- Work well under pressure and always get the job done.

## **Personal References**

Mr. Brown, Computer Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ 99000. Phone: (555) 534-2222

Mr. McCarthy (Accountant), 8767 Pleasant Street, Careerville, AZ 99000. Phone: (555) 434-0999

Mrs. Martin, History Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ 99000. Phone: (555) 534-0123

1. Use size 12 font print for entire resume.
2. Use larger size font print in BOLD for your name (up to 24).
3. Use size 12 font print in BOLD print for your address/phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.

# Courtney Brown

---

7699 Main Street  
Careerville, AZ 99000

Phone: (555) 512-0000

## **Job Objective**

Seeking a part-time volunteer position with the Careerville Recreation Department.

## **Education**

Valley High School, Careerville. Will graduate in June, 2014. Elective classes in Art, Drawing, Computer Graphics, and Spanish.

## **Work Experience**

September 2012 to present. Careerville Assisted Living Center, Careerville.

### **Volunteer**

Duties included reading to residents, setting tables for meals, and cleaning dining room.  
Supervisor: Mr. Smith.

September 2011 to June 2012. Student Store, Valley High School, Careerville.

### **Student Store Assistant & Cashier**

Responsible to stack inventory on shelves, sell items to students, make change, and keep student store clean and organized. Duties also include training new student assistants.  
Supervisor: Mrs. Brown.

## **Skills & Activities**

- Typing speed, 40 words per minute.
- Teacher Aide in Computer Lab, 2012
- Principal's Honor Roll, 5 semesters.
- Second Place Art Award, Careerville Fair, 2012.
- Tactful and skilled in human relations.
- Work well under pressure and always get the job done.

## **Personal References**

References are available upon request.

1. Use size 12 font print for entire resume.
2. Use larger size font print in BOLD for your name (up to 24).
3. Use size 12 font print in BOLD print for your address/phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.

**Personal References for**

**Courtney Brown**  
**7699 Main Street**  
**Careertown, AZ 99000**  
**Phone: (555) 512-0000**

Mrs. Anna Parker, Camp Counselor at Harvest Christian Church, 111 Church Way,  
Careerville, AZ 99000. Phone: (555) 543-7777

Mr. McCarthy (Warehouse Manager), 8767 Pleasant Street, Careerville, AZ 99000.  
Phone: (555) 434-0999

Mr. Sellers, History Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ  
99000. Phone: (555) 534-0123

1. Use size 12 font print for entire page.
2. Use size 12 font print in BOLD for the heading, your name, and address.
3. Hit the return/enter key three (3) times — after “Personal References for” and — after your phone number.
4. Hit the return/enter key two (2) times — after each reference’s phone number.

**Mike Garcia**  
3456 Walnut Drive  
Careerville, CA 99000  
(555) 522-0000

**Job Objective**

Seeking a part-time job as a cashier in an automotive parts store.

**Education**

Valley High School, Careerville. Will graduate June, 2013. Elective classes in Advanced Drafting, Metal Technology I-II, Ceramics, Photography, and Computer Applications.

September 2011 to June 2012. Completed Construction Technology course. Trained in cabinet making and installation. Earned Certificate of Completion in Woodworking from Careerville Vocational School. Teacher: Norm Smith.

**Work Experience**

June 2012 to present. Pizza Palace, Careerville.

**Pizza Cook**

Responsible for preparing ingredients for pizzas, making dough, answering phone, taking orders, and cashier. Trained in customer service skills. Supervisor: Milt Martin.

September 2011 to June 2012. Best Value Grocery Market, Careerville.

**Courtesy Clerk**

Responsible to gather carts, bag groceries, receive deliveries, restock shelves, and set-up store displays. Trained in customer relations. Manager: Jose Rosa.

September 2012 to present. Rod's Model Cars Raceway, Careerville.

**Track Volunteer**

Responsible to groom track for races and judge races. Supervisor: Rod Green.

**Skills & Activities**

- Certificate of Completion in Woodworking, June 2012.
- Passed Safety Test in Metal Technology, 2012.
- Careerville City Roller Hockey Team, 2010 to present.
- Valley High School Football Team, 2010 to present.
- Restoring 1985 Chevy truck. Rebuilt engine, assisted in body work and painting.
- Work well as a team member and can take a leadership role when appropriate.
- Responsible and task-oriented.

**Personal References**

Personal references are available upon request.

1. Use size 12 font print for entire resume.
2. Use larger size 14 font print in BOLD for your name.
3. Use size 12 font print for your address and phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.

## **Personal References for**

**Mike Garcia**  
**3456 Walnut Drive**  
**Careerville, CA 99000**  
**(555) 522-0000**

Gary Simpson, Owner of Simpson Automotive, 2222 West Foothill Boulevard, Careerville, CA 99000. (555) 678-8888.

Dennis Dunkin, Automotive Technology Teacher at Valley High School, 244 East Tree Lane, Careerville, CA 99000. (555) 534-0123.

Xavier Rodriguez (Automotive Technician), 6231 Wildflower Lane, Careerville, CA 99000. (555) 678-04444.

1. Use size 12 font print for entire page.
2. Use size 12 font print in BOLD for the heading, your name, and address.
3. Hit the return/enter key three (3) times — after “Personal References for” and — after your phone number.
4. Hit the return/enter key two (2) times — after each reference’s phone number.

# Melissa Jones

---

**3456 Walnut Drive  
Careerville, NY 99000**

**Home: (555) 522-0000  
Cell: (555) 546-2222**

## **Job Objective**

Seeking a part-time job as a receptionist in a medical office or hospital.

## **Education**

June 2012 to present. Part-time student at Careerville Community College. Completing requirements for a degree in Nursing.

Valley High School, Careerville. Will graduate in June, 2014. Advanced Placement class in Government. Elective classes in Spanish, Computer Applications. Completed Peer Counselor training in conflict resolution, drug awareness, anger management, and public relations skills. Completed Medical Assistant course and earned certificate. Trained at Shady Grove Hospital.

## **Work Experience**

September 2012 to present. 5-7-9 Shops, Careerville.

### **Sales Associate**

Responsible for cashier, sales and maintaining an attractive sales atmosphere. Trained in sales and customer service skills. Manager: Darlene Camping.

September 2011 to August 2012. Midtown Little League, Careerville.

### **Volunteer Snack Bar Supervisor**

Responsible to order food and supplies for snack bar, prepare the snack bar before games, and supervise snack bar attendants. Supervisor: William Smith.

## **Skills & Activities**

- Certificate of Completion in Medical Assisting, June 2012.
- First Aid Certificate, April 2009. CPR Certificate, April 2012.
- Typing Certificate for 45 words per minute.
- Speak some Spanish.
- Trained in Microsoft Word, Excel, and PowerPoint.
- Valley High School Peer Counselor, 2011 to present.
- Communicate well and enjoy working with people.
- Motivated, persistent, and goal-oriented.

## **Personal References**

References are available upon request.

1. Use size 12 font print for entire resume.
2. Use larger size font print in BOLD for your name (up to 24).
3. Use size 12 font print in BOLD print for your address/phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.

**Personal References for**

**Melissa Jones  
3456 Walnut Drive  
Careerville, NY 99000  
(555) 522-0000**

Joyce A. Bailey, Counselor at Valley High School, 244 East School Street,  
Careerville, NY 99000. (555) 534-0123.

Mr. Robert Burns, Sales Representative at Computers-R-Us, 244 East Business  
Blvd., Careerville, NY 99000. (555) 534-9877.

Mrs. Janet Young (Restaurant Manager), 989 Golden Oak Drive, Careerville,  
NY 99000. (555) 535-7676.

1. Use size 12 font print for entire page.
2. Use size 12 font print in BOLD for the heading, your name, and address.
3. Hit the return/enter key three (3) times — after “Personal References for” and — after your phone number.
4. Hit the return/enter key two (2) times — after each reference’s phone number.

**Matt Mathews**  
3456 Walnut Drive  
Careerville, VT 99000  
(555) 522-0000

**Job Objective**

Seeking a full-time job as an assistant manager in a pet store.

**Education**

Valley High School, Careerville. Will graduate June, 2013. College-prep classes. Advanced Placement classes in Algebra and Spanish. Elective classes in Business, Marketing, and Computer Applications.

Careerville Community College, June to September 2012. Completed course in Animal Health Technician 101. Trained to restrain animals, give medication, and groom dogs and cats. Completed Animal Health Safety Certificate.

**Work Experience**

January 2012 to present. Pet-Feed-Fish Store, Careerville.

**Cashier and Sales Clerk**

Responsible to order pet supplies, clean fish tanks and animal cages, and feed animals. Duties also include stock shelves, answer phone, sales, and cashier. Promoted to management trainee and responsible to train new employees, supervise employees, and close store at night. Supervisor: Milt Martin.

February 2011 to January 2012. Spaghetti Factory, Careertown.

**Busser**

Responsible to clean tables, assist kitchen crew, and customer service. Supervisor: Sal Vince.

**Skills & Activities**

- Work well as a team member and trained in supervisory skills.
- Certificate of Completion in Microsoft Word, Excel, and PowerPoint, 2011.
- Fluent in Spanish.
- Currently earning Eagle Scout rating. Badges completed include Community Service, Environmental Protection, Horticulture, Woodworking, and Metalworking.
- Valley High School Soccer Team, 2011-present.
- Valley High School Soccer Team Captain, 2011-12.

**Personal References**

References are available upon request.

1. Use size 12 font print for entire resume.
2. Use larger size 14 font print in BOLD for your name.
3. Use size 12 font print for your address and phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.



Personal References for

Matt Mathews  
3456 Walnut Drive  
Careerville, VT 99000  
(555) 522-0000

Brad Bean, Bank Officer at City First Federal Bank, 8555 Business Blvd., Careerville, VT 99000. (555) 529-7777.

Mr. Manella, Job Training Teacher, Valley High School, 244 East Tree Lane, Careerville, VT 99000. (555) 534-0123.

Kim Brown (Nurse), 6222 Sycamore Street, Careerville, VT 99000. (555) 664-0077.

1. Use size 12 font print for entire page.
2. Use size 12 font print in BOLD for the heading, your name, and address.
3. Hit the return/enter key three (3) times — after “Personal References for” and — after your phone number.
4. Hit the return/enter key two (2) times — after each reference’s phone number.

3456 Golden Oak Drive  
Careerville, TX 99000  
(555) 522-0000

# Sara Smith

## **Job Objective**

Seeking a part-time job as a sales clerk in a retail store.

## **Education**

Valley High School, Careerville. Will graduate in June, 2013. Elective classes in Keyboarding, Computer Applications, Marketing, Speech, Child Development, and Peer Counseling.

ROP Job Training Class in Child Care, January to June 2012. Trained at Pebbles Pre-School, Careerville. Trained in child care, preschool education, nutrition, and first aid. Completed Certificate in Child Care. Supervisor: Pam Johnson.

## **Work Experience**

July 2012 to present. Quality Equipment Sports Store. Careerville.

### **Sales Associate**

Responsible for greeting customers, sales assistance, cashier, answering phones, and keeping store organized. Trained in sales techniques and customer relations. Supervisor: Mark Smith

January 2011 to July 2012. Dairy Queen Restaurant. Careerville.

### **Cashier and Crew Member**

Responsible for food preparation, taking orders, operating cash register, and cleaning store. Trained in customer service. Supervisor: Mr. Duran

## **Skills & Activities**

- Proficient in Microsoft Word, Excel, and PowerPoint.
- Completed peer counseling training classes in drug awareness, suicide prevention, and crisis intervention, 2011.
- First aid certificate, 2011.
- Secretary of FBLA (Future Business Leaders of America), 2010-11.
- Valley High School Principal's Honor Roll, 6 semesters.
- Strong organizational skills.
- Reliable and take commitment seriously.

## **Personal References**

References are available upon request.

1. Use size 12 font print for entire resume.
2. Use larger size font print in BOLD for your name (up to 24).
3. Use size 12 font print in BOLD print for your address/phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.

**Personal References for**

**Sara Smith  
3456 Golden Oak Drive  
Careerville, TX 99000  
Home (555) 522-0000  
Cell (555) 523-0001**

Mr. Neil Patton, Manager at Dairy Queen Restaurant, 8880 Business Road, Careerville, TX 99000. (555) 523-3233.

Mrs. Conway, Counselor at Valley High School, 333 West School Street, Careerville, TX 99000. (555) 344-8888.

Mrs. Barry (Administrative Assistant), 434 South Elm Lane, Madison, TX 98111. (654) 333-2222.

1. Use size 12 font print for entire page.
2. Use size 12 font print in BOLD for the heading, your name, and address.
3. Hit the return/enter key three (3) times — after “Personal References for” and — after your phone number.
4. Hit the return/enter key two (2) times — after each reference’s phone number.

4455 Winton Court  
Careerville, MO 99000  
Home (555) 522-0000  
Cell (555) 344-0000

# Sam White

## **Job Objective**

Seeking a part-time job as a management trainee in the retail industry.

## **Education**

September 2012 to present. Central Community College, Careerville.

Completing requirements for a degree in Small Business Management. Courses completed include Accounting, Marketing, Sales Techniques, Customer Relations, and Small Business Management.

Graduated from Valley High School, Careerville. Elective classes in Business Management, Marketing, and Computer Applications.

## **Work Experience**

June 2012 to present. Subway Restaurant, Careertown.

### **Crew Trainer**

Responsible for preparing ingredients for sandwiches, preparing outstanding sandwiches while providing excellent customer service. Trained to answer multi-line phone, complete order forms, clean equipment, and utilize product knowledge to determine customer needs and recommend appropriate solutions. Duties include training and supervising new employees. Supervisor: Mark Smith.

June 2011 to May 2012. Town Square Theatre, Careerville.

### **Ticket Taker**

Responsible for preparing ticket window for opening, greeting customers, selling tickets, making change, and keeping work area organized. Duties also include record keeping at the end of shift. Trained in customer relations. Supervisor: Mary Martin.

## **Skills & Activities**

- Certificate in Microsoft Word, PowerPoint, and Excel, 2012.
- Member of Future Business Leaders of America, 2011 to present.
- Subway Employee of the Month, September, 2012.
- Communicate well and enjoy working with people.
- Able to work well and make good decisions in stressful situations.
- Reliable and take commitment seriously.

## **Personal References**

References are available upon request.

1. Use size 12 font print for entire resume.
2. Use larger size font print in BOLD for your name (up to 24).
3. Use size 12 font print in BOLD print for your address/phone.
4. Use size 12 font print in BOLD for headings and job titles.
5. Use bullets under Skills & Activities.

Personal References for

Sam White  
4455 Winton Court  
Careerville, MO 99000  
Home (555) 522-000

Rick Johnson, Manager of Foods-4-Us Restaurant, 134 Business Avenue,  
Careerville, MO 99000. (555) 533-4467.

Ed Brown, Manager at Vons Grocery, 678 Commercial Avenue, Careerville,  
MO 99000. (555) 323-3334.

Charles Moody (Business Owner), 660 Park Court, Careerville, MO 99000.  
(555) 670-4444.

1. Use size 12 font print for entire page.
2. Use size 12 font print in BOLD for the heading, your name, and address.
3. Hit the return/enter key three (3) times — after “Personal References for” and — after your phone number.
4. Hit the return/enter key two (2) times — after each reference’s phone number.