

## **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](mailto: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

## **Sample Resume - High School**

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email: [phjones@vacapp.com](mailto:phjones@vacapp.com)

### **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
- 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 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