

RESUME WORKSHEET

(YOUR FULL NAME HERE)

YOUR ADDRESS _____ PHONE # (808) _____

EMAIL: _____

CAREER OBJECTIVE: _____

EDUCATION: Kamehameha Schools Kapālana, Class of _____

Special Courses Taken:

SCHOOL AND COMMUNITY ACTIVITIES:

WORK EXPERIENCE:

SPECIAL SKILLS:

HOBBIES AND INTERESTS:

TRAVEL EXPERIENCES:

REFERENCES: Available Upon Request

Resume Worksheet (sample)

Patricia Nohealani Kamaka

2540 Kiloa Loop, Honolulu, Hawaii, 96817
(808) 842-8211

EMAIL: nohea@aol.com

CAREER OBJECTIVE: Pursue a Career in Physical Therapy

EDUCATION: Kamehameha Schools Kapālama , Class of 2005

Special Courses Taken:

Biology, Chemistry, Biochemistry
Math through College Algebra and Trigonometry
Psychology and Sociology
Advanced Speech
Economics
Silk Screening I
Honors Hawaiian 4

SCHOOL AND COMMUNITY ACTIVITIES:

Church Youth Group Leader
Varsity Track and Field 11, 12
Varsity Cross Country 11,12
Special Olympics Volunteer
Queen's Hospital Volunteer Program
Rehabilitation Center of the Pacific Volunteer
Amnesty International

HONORS/AWARDS: Hawaiian 3 Language Award – 11
Honor Roll – 10, 11, 12
Queen's Hospital Volunteer of the Month-May 2002

WORK EXPERIENCE: 2003 TO Present, Zippy's Counter Clerk
Summer 2003, Part-time file clerk at Alu Like
Summer 2002 Parks and Recreation Summer Fun Aid

SPECIAL SKILLS: Certification in Scuba and Lifesaving
Certification in CPR
Can Type 50 words per minute
Can work in Microsoft Word, Excel software applications
Hyper Studio 3.3 Programming-C++, html, C.A.D.D.
Some proficiency in Hawaiian language

HOBBIES AND INTERESTS: I enjoy working with children, photography, surfing, competitive body
boarding, traveling

TRAVEL EXPERIENCES:

Washington D.C., Cook Islands, Canada

REFERENCES:

Available Upon Request