

RESUME (SAMPLE)

Charlye Camden

224 Broad Street

St. Mary's, GA 31558

charlyecamden@email.com

Objective: To obtain part-time employment that will help me explore a possible career and support my current and future education goals.

Education: Camden County High School
Projected Graduation: 2013
Academics: Business Academy completing
Administrative/Information Support Pathway
Hope to pursue an AAS in Business Admin Technology
from Altamaha Technical College

Training: Business Procedures, Computer Apps 1 & 2
Spanish I, II
Math III, Chemistry, English 3 (11th Grade)

Additional Training:
American Red Cross Babysitter's Training course:
Helping children behave, basic care, safety and safe
play
Skills USA: Leadership and Professionalism competition

Work Experience:
Lawn Care for various family friends and neighbors
Summer 2010, 2011
Babysitting for Sherri Smith (aunt)
Weekly on Tuesday and Thursday evenings
Pet sitting for John Jones (neighbor)
Christmas, 2011
Filing for the church secretary (First Church), January 2012

Skills and Abilities: Can type 50wpm, operate a fax and copy machine,

References: (List the names, email addresses and phone numbers of adults – unrelated to you - who can vouch for your integrity and your work ethic. Ask their permission to use them as references.)

Rachel Baldwin, Youth Apprenticeship Coordinator
Camden County High School
6300 Laurel Island Parkway
Kingsland, GA 31548
rbaldwin@camden.k12.ga.us

Pastor William Williams
First Church
100 Main Street
Kingsland, GA 31548
pww@email.com

Coach Tom Thomas
(Camden County Leisure Services programs)
111 Elm Street
Browntown, GA 31548
coach@email.com

Sally Smith
(neighbor and family friend)
222 Broad Street
St. Mary's, GA 31558
ss@email.com

RESUME

This is NOT a form
TYPE YOUR OWN

Name: _____

Address: _____

Phone: _____

E-Mail Address: _____

Objective Statement:

Education: Your School _____

Your Grade _____

Training:

Additional Training:

Work Experience:

Skills and Abilities:

References: (List the names, email addresses and phone numbers of adults – unrelated to you - who can vouch for your integrity and your work ethic. Ask their permission to use them as references.)