

*Sample resume for a high school student with no work or volunteer experience
Make sure your home or cell answer greeting sounds professional*

Jason Jackson

22 Addison Avenue
Careerville, AZ 99011

Phone: (555) 512-0001

Job Objective

Seeking volunteer position as Coach Assistant for Careerville Recreation Department

Education

Valley High School, Careerville. Will graduate in June, 2020. Elective classes in Spanish, Computer Applications

Skills & Activities

- Valley High School Soccer Team, 2017 to present
- Teacher Aide for Mr. McCarthy in Physical Education class.
- Principal's Honor Roll, 3 semesters
- Second Place Art Award, Careerville Fair, 2018
- Excellent team working skills
- Positive attitude and dependable worker

Personal References

Mr. McCarthy, Physical Education Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ 99001. (555) 534-2222

Mr. Williams (Truck Driver), 8767 Pleasant Street, Careerville, AZ 99001. (555) 434-0999

Mrs. Martin, Spanish Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ 99001. (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 and phone. 4) Use size 12 font print in BOLD for
headings and job titles. 5) Use bullets or no bullets under Skills & Activities.*

You may decide to shuffle sections to place Skills & Activities or Work Experience as section under Job Objectives. Make sure you include all sections that apply to you: Job Objective, Education, Work Experience, Skills & Activities, Personal References.