

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

Suzanne Smith

7699 Third Avenue
Careerville, AZ 99001

Phone: (555) 512-0001

Job Objective

Seeking a volunteer Camp Counselor position with the Careerville Recreation Department

Education

Valley High School, Careerville. Will graduate in June, 2020. Elective classes in Art, Drawing, Computer Graphics, and Spanish

Skills & Activities

- Typing speed, 40 words per minute
- Teacher Aide for Mr. Brown in Computer Lab.
- Principal's Honor Roll, 5 semesters
- Second Place Art Award, Careerville Fair, 2018
- Excellent team working skills
- Positive attitude and dependable worker

Personal References

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

Mr. McCarthy (Accountant), 8767 Pleasant Street, Careerville, AZ 99001. (555) 434-0999

Mrs. Martin, History Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ 99001. (555) 534-0123

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headings and job titles. 5) Use bullets or no bullets under Skills & Activities.*

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*Sample resume for a high school student with no work or volunteer experience
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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

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*Sample resume for a high school student with volunteer experience and no paid work experience
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Courtney Brown

7699 Main Street
Careerville, AZ 99001

Phone: (555) 512-0000

Job Objective

Seeking a Veterinarian Assistant position with the Careerville Animal Shelter

Education

Valley High School, Careerville. Will graduate in June, 2019. Elective classes in Art, Drawing, Computer Graphics, and Spanish

Work Experience

January 2018 to present. Careerville Assisted Living Center, Careerville

Volunteer Dining Room Assistant

Duties include set tables for meals, clean dining room, and read books and magazine articles to residents. Supervisor: Mr. Smith

September 2017 to June 2017. 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. Also responsible to train new student assistants.

Supervisor: Mrs. Brown

Skills & Activities

- Keyboarding speed, 40 words per minute
- Office Aide in Counseling Department, 2018
- Principal's Honor Roll, 5 semesters
- Second Place Art Award, Careerville Fair, 2018
- Excellent team working skills
- Strong organizational skills

Personal References

References are available upon request

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Sample personal references for a high school student with volunteer experience and no paid work experience

Personal References for

Courtney Brown
7699 Main Street
Careertown, AZ 99001
Phone: (555) 512-0000

Mrs. Anna Parker, Camp Counselor at Harvest Christian Church, 111 Church Way, Careerville, AZ 99001. (555) 543-7777

Mr. McCarthy (Warehouse Manager), 8767 Pleasant Street, Careerville, AZ 99001. (555) 434-0999

Mr. Sellers, History Teacher at Valley High School, 244 East Tree Lane, Careerville, AZ 99001. (555) 534-0123

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4. *Hit the return/enter key two (2) times — after each reference’s phone number.*

Sample resume for a high school student with paid work experience and completed job training certificate class

Mike Garcia

3456 Walnut Drive
Careerville, CA 99001
(555) 522-0000

Job Objective

Seeking a part-time job as an Automotive Parts Sales Associate

Education

Valley High School, Careerville. Will graduate June, 2019. Elective classes in Automotive Technology, Advanced Drafting, Metal Technology, Ceramics, Photography, Web Design

September 2017 to June 2018. Completed Automotive Technology course. Trained in engine systems and diagnosis, oil services, tire inspection, balance, and installation. Earned Certificate of Completion in Automotive Technology from Careerville Vocational School. Teacher: Norm Smith

Work Experience

June 2018 to present. Pizza Palace, Careerville

Pizza Cook

Responsible to prepare ingredients for pizzas, make dough, answer phone, take orders, and cashier. Trained in customer service skills. Supervisor: Milt Martin

September 2017 to June 2018. 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 2016 to present. Rod's Model Cars Raceway, Careerville

Race Track Volunteer

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

Skills & Activities

- Certificate of Completion in Automotive Technology, June 2018
- Passed Safety Test in Metal Technology, 2018
- Careerville City Roller Hockey Team, 2017 to present
- Valley High School Football Team, 2017 to present
- Restoring 1995 Chevy truck. Rebuilt engine, assisted in body work and painting
- Positive creative thinker with problem solving skills
- Excellent team working skills and reliable worker

Personal References

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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 99001. (555) 678-8888

Dennis Dunkin, Automotive Technology Teacher at Valley High School, 244 East
Tree Lane, Careerville, CA 99001. (555) 534-0123

Xavier Rodriguez (Automotive Technician), 6231 Wildflower Lane, Careerville, CA
99001. (555) 678-04444

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*Sample resume for a high school student with paid work experience and completed job training certificate course
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3456 Golden Oak Drive
Careerville, TX 99001
(555) 522-0000

Sara Hudson

Job Objective

Seeking a part-time job as a Sales Associate in fashion clothing and accessories

Education

Valley High School, Careerville. Will graduate in June, 2018. Completed classes in Keyboarding, Computer Applications, Marketing, Speech, Child Development, and Peer Counseling

ROP Job Training Class in Child Care, January to June 2017. 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 2018 to present. Quality Equipment Sports Store. Careerville

Sales Associate

Responsible to greet customers, sales assistance, cashier, answer phones, and keep store organized. Trained in sales techniques and customer relations. Supervisor: Mark Smith

January 2017 to July 2018. Dairy Queen Restaurant. Careerville

Cashier and Crew Member

Responsible to prepare food, take orders, operate cash register, and clean store. Trained in customer service. Supervisor: Mr. Duran

Skills & Activities

- Certificate and skills in Microsoft Word, Excel, and PowerPoint
- Member of the Careerville High School Debate Team, 2018
- First aid certificate, 2018
- Secretary of FBLA (Future Business Leaders of America), 2018
- Valley High School Principal's Honor Roll, 6 semesters
- Adaptable to new situations. Good work ethic
- Reliable and take commitment seriously

Personal References

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Personal References for

**Sara Hudson
3456 Golden Oak Drive
Careerville, TX 99001
Cell (555) 523-0001**

Mr. Neil Patton, Manager at Dairy Queen Restaurant, 8880 Business Road, Careerville, TX 99001. (555) 523-3233

Mrs. Conway, Counselor at Valley High School, 333 West School Street, Careerville, TX 99001. (555) 344-8888

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

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*Sample resume for a high school student who is attending college part time
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Melissa Jones

3456 Walnut Drive
Careerville, NY 99001

Phone: (555) 522-0000

Job Objective

Seeking a part-time job as Office Assistant in a medical office or hospital

Education

June 2017 to present. Part-time student at Careerville Community College. Completing requirements for a degree in Nursing

Valley High School, Careerville. Will graduate in June, 2019. Advanced Placement classes in English and Government. Elective classes in Spanish, Computer Applications. Completed Peer Counselor training in conflict resolution, drug awareness, anger management, and public relations skills. Earned Certificate of Completion in Medical Assistant Course. Trained at Shady Grove Hospital

Work Experience

September 2017 to present. Forever 21 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 2016 to August 2017. Midtown Little League, Careerville

Volunteer Snack Bar Supervisor & Assistant to Coach

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

Assistant to Coach: Responsible to help set up field, maintain score sign, and pick-up and store equipment at end of game. Supervisor: Jason Jackson

Skills & Activities

- Certificate of Completion in Medical Assisting, June 2018
- First Aid Certificate, April 2018. CPR Certificate, April 2018
- Speak some Spanish
- Certificate and skills in Microsoft Word, Excel, and PowerPoint
- Valley High School Peer Counselor, 2017 to present
- Skilled in human relations and able to successfully work with all types of people
- Motivated, persistent, and goal-oriented

Personal References

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Sample personal references for a high school student who is attending college part time

Personal References for

**Melissa Jones
3456 Walnut Drive
Careerville, NY 99001
(555) 522-0000**

Joyce A. Bailey, Counselor at Valley High School, 244 East School Street,
Careerville, NY 99001. (555) 534-0123

Mr. Robert Burns, Sales Representative at Computers-R-Us, 244 East Business
Blvd., Careerville, NY 99001. (555) 534-9877

Mrs. Janet Young (Restaurant Manager), 989 Golden Oak Drive, Careerville,
NY 99001. (555) 535-7676

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*Sample resume for a high school student who completed a college class
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Matt Mathews
3456 Walnut Drive
Careerville, VT 99001
(555) 522-0000

Job Objective

Seeking a Pet Grooming & Care Technician position at Pets-R-Us

Education

Valley High School, Careerville. Will graduate June, 2018. College-prep classes. Advanced Placement classes in Algebra and Spanish. Elective classes in Business, Marketing, Computer Graphics, and Computer Applications

Careerville Community College, June to September 2017. Completed course in Animal Health Technician 101. Trained to restrain animals, groom dogs and cats, and give medications. Completed Animal Health Safety Certificate

Work Experience

January 2017 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. Responsible to train new employees, supervise employees, and close store at night. Supervisor: Milt Martin

February 2016 to January 2017. Spaghetti Factory, Careertown

Dining Room Crew

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

Skills & Activities

- Excellent team working skills.
- Trained in supervisory skills
- Certificate and skills in Microsoft Word, Excel, and PowerPoint, 2018
- Fluent in Spanish
- Currently earning Eagle Scout rating. Badges completed include Community Service, Tutoring, Environmental Protection, Horticulture, Woodworking, and Metalworking
- Valley High School Soccer Team, 2017-present
- Valley High School Soccer Team Captain, 2018-9

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Personal References for

Matt Mathews
3456 Walnut Drive
Careerville, VT 99001
(555) 522-0000

Brad Bean, Bank Officer at City First Federal Bank, 8555 Business Blvd., Careerville,
VT 99001. (555) 529-7777

Mr. Manella, Job Training Teacher, Valley High School, 244 East Tree Lane, Careerville,
VT 99001. (555) 534-0123

Kim Brown (Nurse), 6222 Sycamore Street, Careerville, VT 99001. (555) 664-0077

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*Sample resume for a college student
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4455 Winton Court
Careerville, MO 99001
Cell (555) 344-0000

Sam White

Job Objective

Seeking a position as a Management Trainee in the restaurant industry

Education

September 2017 to present. Central Community College, Careerville
Completing requirements for a degree in 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, Debate, Marketing, and Computer Applications

Work Experience

June 2017 to present. Subway Restaurant, Careertown

Crew Trainer

Responsible for preparing ingredients for sandwiches, preparing outstanding sandwiches while providing excellent customer service. Trained to complete food and supply order forms and check inventory of delivered supplies. Utilize product knowledge to determine customer needs and recommend appropriate solutions. Duties include training and supervising new employees.
Supervisor: Mark Smith

June 2016 to May 2017. Town Square Theatre, Careerville

Ticket Taker

Responsible to open ticket window, greet customers, sell tickets, make change, and keep work area organized. Duties also include record keeping at end of shift. Trained in customer relations.
Supervisor: Mary Martin

Skills & Activities

- Certificate in Microsoft Word, PowerPoint, and Excel, 2018
- Member of Future Business Leaders of America, 2017 to present
- Subway Employee of the Month, September, 2018
- Creative self starter with a positive attitude
- Reliable and take commitment seriously.
- Strong organizational skills

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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 99001. (555) 533-4467

Ed Brown, Manager at Vons Grocery, 678 Commercial Avenue, Careerville,
MO 99001. (555) 323-3334

Charles Moody (Business Owner), 660 Park Court, Careerville, MO 99001.
(555) 670-4444

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