

Sample Resume – No Formal Volunteer/Work Experience

First Name Last Name

12 Sample Street, Saint Paul, MN 55116

Home: (651) 000 0000

Cell: (612) 000 0000

Email: email@gmail.com

Education

Highland Park Senior High, Saint Paul

Current Sophomore

Objective

I am interested in a job that will help me work on professional skills such like leadership and teamwork. I am interested in getting real on the job experience.

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Leadership: Being the oldest of three siblings I often do babysitting during the afternoons. I help them with their homework and make sure that they are well behaved.

- Microsoft Word and PowerPoint (Good)
- Photoshop (Basic)

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- A-Honor Roll - 2014
- 1st Place at State High School Basketball Championship - 2014

Interests and Activities

- After-school Tech program – November 2014 – Present
- High School JV Basketball Team – September 2014 – Present

References

Mr. John Peters

Highland Park Senior High

Email: peterjo01@spps.org

Phone: (612) 000-0000

Sample Resume – Volunteer but No Work Experience

First Name Last Name

12 Sample Street, Saint Paul, MN 55116

Home: (651) 000-0000

Mobile: (612) 000-0000

Email: email@gmail.com

Education

Como Park Senior High School

Current Senior

Objective

I am interested in a job that will help me work on professional skills such like leadership and teamwork. I am interested in getting real on the job experience.

Volunteer Experience

Kids Against Hunger, December 2014–January 2015

- Stock shelves
- Package Food
- Helped with cleaning duties

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group I provide my teammates the support that they need in order to excel.

- Microsoft Word and PowerPoint (Good)
- Photoshop (Basic)

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- A-Honor Roll - 2014

Interests and Activities

- After-school Tech program – November 2014 – Present
- High School JV Basketball Team – September 2014 – Present

References

Ms. Mai Her

Como Park Senior High School

Email: hermai0001@spps.org

Phone: (612) 000-0000

Sample Resume – With Work and Volunteer Experience

First Name Last Name

12 Sample Street, Saint Paul, MN 55116

Home: (651) 000-0000

Cell: (612) 000-0000

Email: email@gmail.co

Education

Harding Senior High School, Saint Paul

Current Junior

Objective

I am interested in a job that will help me obtain knowledge of the day-to-day work of a non-profit business through a summer internship. I am looking to enhance my leadership and mentorship skills.

Work Experience

Pet Sitter, September 2014 – Present

- Provide pet sitting services including dog walking, feeding and yard care
- Provided pet sanitation and hygiene when needed

Volunteer Experience

Kids Against Hunger, December 2014–January 2015

- Stock shelves
- Package Food

Skills

Problem Solving Skills: Worked on a campaign at school to spread awareness about bullying and the consequences it has on students' lives.

Organization Skills: As a pet sitter I was responsible for six different pets at once. I had to keep eating, walking and bathing schedules for each pet.

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- Lifeguarding Certification with the American Red Cross – 2015

Interests and Activities

- 3D Printing/Modeling Club – September 2013 – May 2014
- Girls Group at Neighborhood House – January 2015- Present

References

Ms. Joann Peters

Harding Senior High School

Email: peterjo1@spps.org

Phone: (612) 000-0000