

Jack Smith

665 Newark Avenue

Brooklyn, NY 11223

917-555-1212

Jack_Smith832@gmail.com

Profile	<p>Physically fit and morally strong student seeks a part-time employment.</p> <p>Hard working and experienced salesman and cashier.</p>
Education	<p>Boys & Girls High Schools, Brooklyn, New York 2008-2009</p> <ul style="list-style-type: none">• Member, Varsity Basketball 2008 – 2009 <p>GED Plus, Brooklyn, New York 2010 – Present</p> <ul style="list-style-type: none">• Member, Learning to Work Program• Intern, Nursing Program• Expected Graduation Date: June 2012
Experience	<p>GAP, New York, New York: 2009-2010</p> <p>Sales Associate</p> <ul style="list-style-type: none">• Arranged and coordinated clothes displays for the entire store• Managed the cash register during busy days• Organized the store floor
Interests & Awards	<p>Member, Boys & Girls Club of New York 2007 – Present</p> <p>Daily Attendance Award 2010 – 2011</p> <p>Proficient in Microsoft Word, Internet, Microsoft PowerPoint</p>

Sample Resumes

Myname Jones
775 Dakota
Rochester Hills, MI 48307
(248) 651-9238
myname@email.com

PROFILE :

- More than five years experience in retail and food business.
- Western Michigan University student.

EDUCATION:

Haworth College of Business, 2003 to Present

- Program: BBA Management
- Western Michigan University, Kalamazoo, Michigan
- Currently registered as a junior with a cumulative 3.1
- Courses taken include: Informational Writing, End-User Computing, Business Statistics, Organizational Behavior, Business Finance, Managing Diversity in Organizations, Analytical Foundations, Human Resource Management

Rochester Senior High School, 1999 to 2003

- Rochester Hills, Michigan
- GED Diploma

EXPERIENCE:

Closing Kitchen Supervisor, April 2004 to Present

Damon's Grill, Kalamazoo, Michigan

- Responsible for assigning specific closing duties for fellow co-workers
- Participated in annual inventory
- Responsible for kitchen closing, sanitation, and preparation for morning shift.

ACTIVITIES:

- Vice President, Sigma Alpha Epsilon, Michigan Delta Chapter, 2004-2005

http://www.thejobexplorer.com/Resume_Template/High-School-Resume-Template.html

Sample Resume # 3

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet