

Sample Resume

John Smith

234 Cedar Lane
Somewhere, IN 47000
Phone (812) 555-4444

Email
mrcheese@mycomputer.com

Objective To work independently in an atmosphere in which I am able to build on my technical skills and knowledge.

Skills Good attendance Works well with others
Self starter Works well alone
Driver's license Works with little supervision
Loyal People Oriented

Education Somewhere Community High School – present
Southeastern Career Center – present

Achievement * Varsity member of SCHS Boys Swim Team for freshman, sophomore, junior, and senior years
* Appeared in SCHS and Ohio County Players musicals: "Singin' in the Rain," "The King and I" and "The Wizard of Oz"
* Member of SCHS Band and Pep Band for freshman, sophomore, junior, and senior years
* Currently learning Tai Kwon Do

Work Experience * Kroger Food Store: July 2003 to present. Duties include bagging groceries and carry-out for customers, stocking shelves, and cleaning
* WalMart Store: July 2002 to July 2003. Duties include bagging purchases for customers, stacking shelves, and cleaning
* Pioneer Seed: Summer of 2001. Detasseled corn

References

Sue Hanson Jim Lawrence Rick Vicent
234 Davis Avenue 234 Central Avenue 439 Maple Drive
Somewhere, IN 47000 Somewhere, IN 47000 Somewhere, IN 47000

* WorkOne – Lawrenceburg - for help with a resume (812) 537-1117 (ext. 231)
* WorkOne – Madison (812) 265-3734