Sample Resume – No Volunteer/Work Experience

**Joua Lee**
12 Sample Street, Saint Paul, MN 55130
Home no: (XXX) XXX-XXXX
Mobile no: (XXX) XXX-XXX
Email: email@address.com

**Education**
Name of High School, City/Town
Currently in [insert year or grade]

**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.

**Languages:** Fluent in Spanish and English

**Computer Skills:** comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

**Achievements**

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

**Interests and Activities**

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

Sample Resume – No Work Experience

**First Name Last Name**
12 Sample Street, Town or Suburb, State ZIP
Home no: (XXX) XXX-XXXX
Mobile no: (XXX) XXX-XXX
Email: email@address.com

**Education**
Name of High School, City/Town
Currently in [insert year or grade]

**Volunteer Experience**

**Warehouse Volunteer**, Kids Against Hunger, Saint Paul, MN, December 2014 – January 2015

* Volunteered two hours per week
* Stocked shelves with food donated by Saint Paul residents
* Packaged food in boxes and label for shipping
* Dusted, swept, and vacuumed main office

**Skills**

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Sample Resume – With Work Experience

**First Name Last Name**
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Mobile no: (XXX) XXX-XXX
Email: email@address.com

**Education**
Name of High School, City/Town
Currently in [insert year or grade]

**Work Experience**

**Pet Sitter**, Johnson Family, South Saint Paul, September 2014 – Present

* Walk dog for 30 minutes every weekday
* Clean yard of pet waste two times per week
* Entrusted with personal set of house keys to collect and return dog after each walk

**Cashier**, Three Sisters Candle Shop, Saint Paul, September 2014 – June 2015

* Greeted customers and answered customer questions
* Handled cash and credit card transactions on all purchases, including returns
* Stocked shelves and set up new end displays

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