

# Sample Resume – No Volunteer/Work Experience

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## 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
- 1<sup>st</sup> 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
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# Sample Resume – No Work Experience

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## 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

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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

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# Sample Resume – With Work Experience

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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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