Sample Resume

NAME
Address
City, State, & Zip Code
Phone Number
Email Address

OBJECTIVE

To obtain a position in Fire or Trail management with the U.S. Forest Service.

EDUCATION

Chico State University, Chico, California
Major: Biological Sciences, GPA Currently 3.0 — Expected Graduation Date: May 2011
Minor: Chicano Latino Studies

Reedley Community College, Reedley, California
Major: Biological Sciences
GPA 3.27 — Graduated December 2009

Reedley High School, Reedley, California
GPA 3.12 — Graduated June 2007

WORK EXPERIENCE

Field Labor Enterprises, Chico, California — **June 15, 2010 – Present**
Laborer, 30 hours/week - $6.75/hour

- Skilled in the use of tractors, chain saws, pruning shears and shovels
- Picking peaches, plums, nectarines, grapes, tomatoes, oranges
- Packing fruit in boxes in an organized manner
- Pruning & thinning various types of fruit trees
- Rolling and boxing of raisins

Supervisor: _____ **Phone #:**_____

Starbucks, Fresno, California — **August 23, 2008 – May 1, 2010**
Barista and cashier, 30 hours/week - $6.75/hour

- Memorized and prepared numerous specialty drinks while meeting corporate standards and customer special requests
- Processed precise transactions for customers
- Monitored the store to ensure it was fully stocked with all necessary supplies and products
- Communicated effectively with co-workers and customers to provide the best customer service possible

Supervisor: _____ **Phone #:**_____

Darlene Farms, Calistoga, California — **April 6, 2007 – July 2, 2008**
Almond Orchard Manager, 35 hours/week - $7.25/hour

- Maintained 800 acres of almond trees by managing irrigation, mowing and spraying herbicides
- Operated various types of tractors such as caterpillars and backhoes

Supervisor: _____ **Phone #:**_____

Valley View Country Club, Sonoma, California — **May 8, 2006 – March 7, 2007**
Irrigation Manager, 15 hours/week - $5.00/hour

- Supervised 15-20 irrigators throughout the 18-hole golf course
- Replaced sprinkler heads, broken pipes, mowers and tractors
- Monitored the electronic sprinkler system
- Operated greens mowers, fairway mowers and sand trap tractors

Supervisor: _____ Phone #:_____

VOLUNTEER EXPERIENCE (OPTIONAL)

U.S. Forest Service, Sacramento, California Aug 5, 2007 – September 3, 2007
Generation Green Leadership Camp – Total 80 hours

- Instructed visitors on fire prevention
- Advised the public on various topics in relation to fire safety, wildlife biology, and laws and regulations within the USDA Forest Service
- Supervised the children's activity area and maintaining a professional work environment
- Participated in public speaking and other career development workshops

Supervisor: _____ Phone #:_____

ACTIVITIES/HOBBIES (OPTIONAL)

- Involved in local chapter of Boys and Girls Club.
- Long hiking trips with local Boy Scout troops to observe wildlife and other natural resources.
- Playing soccer, volleyball, softball, basketball

COMPUTER EXPERIENCE (OPTIONAL)

- Microsoft Office 2000, 2003, 2007: Word Perfect, Word, Excel and PowerPoint
- Type 35 words per minute
- Internet Explorer and Netscape
- Adobe Photoshop

AWARDS & HONORS (OPTIONAL)

- Academic achievement letter, Wildlife Society of Northern California, January 2004
- Most Valuable Player in JV Baseball, Reedley High School, June 2002
- Student of the month, Reedley High School, November 2001

LANGUAGES (OPTIONAL)

- English (Read, write, speak intermediately)
- Spanish (Read, write, speak fluently)
- Hmong (Read, write, speak basically)

REFERENCES

Name, title and/or phone number and/or email address of 3 persons that are not related to you. (i.e. teacher, counselor…)

James Smith
Program Director
555-555-5555

Janis Hernandez
Math Instructor
555-555-5555

Phillis Doris
School Counselor
555-555-5555