

---

## Sample Resume With No Work Experience

**William Jones**  
1800 North Street  
Somewhere, US 00000  
(987) 654 - 3210

**Objective:** Seeking entry-level position in retail sales.

**Education:** Somewhere High School Graduated: 1991, High School Diploma  
#5 Lost Road  
Somewhere, US 00000  
Courses: Business Occupations, English, Math, Computers

**Skills and Abilities:** **Business:**  
\*Learned to operate various business machines such as calculator, duplicating machine, facsimile machine.  
\*Proficient in use of IBM computer, including word processing and spreadsheets.  
\*Responsible for operation of business club's candy store, including inventory, ordering, counting money.  
\*Have participated in a number of fund-raisers which required selling various products.

**Communication:**  
\*Participated on debate team while in speech class.  
\*Had supporting role in senior play.  
\*Served as president of business club.  
\*Sold ads for high school yearbook.

**Math:**  
\*Maintained "B" average in high school math courses.  
\*Use math constantly in operating candy store.

**Interests:** Member of high school business club (FBLA), student council, National Honor Society. Participated in soccer and tennis. Have attained rank of Eagle Scout in Boy Scouts. Enjoy music, reading.

**References:** Available on request.

---

## Sample Resume With Work Experience

**Lori Smith**  
333 Wind Road  
Anywhere, IL 66676  
(100) 654-3210

- Objective:** Seeking full-time position as Executive Secretary
- Education:** 1989: Graduate of Anywhere High School, Anywhere, Illinois  
\*Courses: Business Occupations, Keyboarding, Computers, English, Math
- 1987 - 1989: Attended Anywhere Career Center, Anywhere, Illinois  
\*Completed two-year Model Office Program. Areas of learning included: word processing, data entry, executive secretarial duties, receptionist skills, advanced keyboarding and shorthand, letter writing and dictation skills, and machine transcription.  
(See attached Task Mastery Certificate.)
- Skills and Abilities:** **Business:**  
\*Proficient in use of IBM computer, including word processing and desk top publishing.  
\*Can operate such equipment as duplicating machines, calculators, facsimile machine, electronic typewriter, ProType Display Typewriter, and collator.  
\*Keyboarding speed is 80 wpm with 95% accuracy. Shorthand speed is 125 wpm.  
\*Learned to operate vocational center's switchboard.
- Communication:**  
\*In high school, completed coursework in Business English.  
\*Communications skills were also learned in Model Office Program.  
\*Through work on the switchboard, I developed ability to communicate well with others.
- Experience:** **June, 1989 - Present:**  
\*Secretarial Assistant, Kelly Business Services, 64 West Union, Springfield, Illinois, 60000.  
Duties included typing, filing, answering telephone, and data entry.
- August, 1988 - May, 1989:**  
\*Office Assistant, Anywhere High School, Anywhere, Illinois. Duties included filing, typing, collecting attendance, and delivering messages.
- Interests:** In high school, was member of business club, debate team, swim team. Enjoy photography and music.
- References:** Available on request.

## **DAVID ALLAN TAYLOR**

---

Home Address:  
230 South Boilermaker St.  
West Lafayette, IN 47906  
(765) 555-5555

Work Address:  
1021 Melrose Place  
Anderson, IN 46011  
(765) 555-5555  
boiler@purdue.edu

### **Career Objective**

A career in landscape design with emphasis on housing and real estate development

### **Education**

Purdue University  
Bachelor of Science in Landscape Architecture  
Grade Point Average 5.46 on 6.00 scale  
Candidate May 2010

### **Work Experience**

**Selig Landscaping**, 123 St. Rd 36, Indianapolis, IN  
May 2010 - August 2010

- Drafted planting designs for commercial and residential projects
- Figured cost estimates for subcontractor bidding
- Installed landscape designs and plant materials

**Philip L. Strock Residence**, 1018 N Notting Ave., Anderson, IN  
May 2009 - August 2009

- Drafted residential planting designs
- Installed landscape plans

**Indianapolis Museum of Art**, 123 W 1st St., Indianapolis, IN  
May 2008 - August 2008

- Maintained the landscape of the Lily Mansion and Art Museum
- Worked in turf maintenance, tree pruning, and shrub care

**TGZ Interiors**, 11 E 23rd St., Anderson, IN  
Summers 2007, 2006, 2005

- Waited on clients
- Received and priced inventory

### **Honors and Activities**

Sigma Lambda Alpha - Landscape Architecture Honorary  
Pi Alpha Xi - Horticulture Honorary  
Dean's List - Fall 2009, Fall 2008, Spring 2007