
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