

(Sample Resume & Directions)

Clyde Glide

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Your Contact Information:

Your name
Your street address
Your city, state, zip code
Your area code & telephone number
Your email address

Education

Hope City High School – Hope City, Oklahoma
8/16/2007 - 5/20/2011

High School Name – School City & State:

(List the city and state where the high school is located)

Dates of Attendance:

(List the month and year you started attending the school and the month and year that you last attended or graduated).

Skills

- I have basic computer skills and know how to use Microsoft Word and Power Point.
- I have great people skills.
- I have good speaking and writing skills.
- I have a good ability to work by myself to get a job done.

List computer, language or other personal skills here. *Think about all of the skills that you have developed and list them here. You have more than you think. Employers like to see that the person they are interviewing has skills, including people skills. It may be computer, customer service, or communication skills, following directions well, or just a strong ability to relate to people and get along with others. If you speak or read a second language, list that here. These skills could be any that you learned on a job, in school, or in your personal and family life. Be proud here and list all of the good things about you that an employer will want to know.*

Work Experience

- Target Store: 5/23/2011 - present
 - Stocker-Automotive Department – I put new items on correct shelves, make the shelves look neat and keep aisles clean.
- Homeland Grocery Store: 6/3/2010 - 4/7/2011
 - Cashier – I operated a cash register, checked out customers and sacked groceries. I provided excellent customer service.
- Oklahoma Construction Company: 6/15/2009 - 5/3/2010
 - Secretary – I answered the telephone, took messages, organized files, typed documents and made appointments.

Company Name, Dates of Employment: *List the name of the company where you currently work or most recently worked; include the date you began working and the date of the last day you worked. If you are not sure of the exact dates, put the month and year. Start with your most recent job. Include job title, description, and responsibilities:* *List the name of your job and include a short description of what you did in your job. Make sure you include all of things you did in your job. Next, list any other jobs you had before your most recent one and include all of the information shown above.*

Achievements

- I earned the Principal's Honor Roll in 10th, 11th, and 12th grades.
- I earned the Perfect Attendance Award in 10th grade.
- I earned the Community Service Award in 11th grade.

List academic and other achievements: *List any achievements you accomplished or awards that you received throughout your high school years. Include any achievements in or out of school, including any in the community, church, or any service organization such as the Boy Scouts or Girl Scouts, etc.*

Volunteer Experience, Sports, Clubs, etc.

- Goodwill Industries: I mowed the lawn and cleaned up the building in October of 2010.
- Feed the Children: I packaged boxed foods in February of 2011.
- Habitat for Humanity: I helped build a house in March of 2011.
- Special Olympics: I worked as a volunteer in May, 2009, 2010, and 2011.
- I lettered in basketball and cross country in the 10th, 11th, and 12th grades.
- I was a member of Spanish Club in the 10th grade.
- I was a member of Honor Society in the 11th grade.
- I was a member of Chess Club in the 12th grade.

List volunteer experience, sports, clubs, etc., *as well as dates of involvement. Include any volunteer work that you did in school or in the community. Briefly describe the work you did and include the dates of your service). Repeat this step for each experience.*