

A sample resume showing no work experience

James B. Jobless

1 Herecome Highway, Ourtown, US 00000

Cell/Text: 111/222-3333 Email: jb@SC68.com

GOAL

Seeking an entry-level position in retail sales at a hardware store

EDUCATION

High School Diploma, 06/2016

Hometown High School, Ourtown, US 00000

- Enjoyed classes in public speaking, math, shop, and computers

ACCOMPLISHMENTS

Although I have no prior experience in retail sales, I believe the following accomplishments show that I could learn the job quickly—

Math Skills

- Maintained 3-year “B” average in algebra and geometry
- Managed \$1,000 investment that earned 4.2% APR

People Skills

- Played checkers most Sunday afternoons with seniors at a nursing home
- Formed study group with 4 people to boost grades in French

Product Knowledge

- Automotive: My father is a mechanic and we rebuilt my '99 Volvo including the engine, brakes, and suspension
- Electronics: Programmed family's TV, BlueRay, and Cable Box to run on one remote
- Construction: Helped my aunt rebuild a 100 sq/ft screened-in porch on her home.

Selling

- Sold my '99 Volvo and earned a \$120 profit
- Sold magazines door-to-door for charity, raised \$300

ADDITIONAL INFORMATION

- Reliable—Missed only two days of school this year
- Honest—Returned \$20 check-cashing error to the bank

A sample resume showing only classroom experience

Lindsay I. Needajob
2 Icandoit Drive, Ourtown, US 00000
Cell/Text: 111/222-3333

GOAL

Seeking a full-time position in public relations with a non-profit organization

EDUCATION

BS in Communications, 06/2016

Beatrice Hart College, Ourtown, US 00000

- Enjoyed classes in Sociology, Journalism, Economics

ACCOMPLISHMENTS

Writing Skills

- Wrote 2,000 word feature story on, "How to Buy a Good Used Car"
- Wrote 500 word short piece on, "Why Lottery Winners Go Bankrupt After Winning Millions Of Dollars"

Public Speaking

- Presented a 10-point technical talk on how to "Recover Data after Your Hard Drive Crashes"
- Appeared in a 30-minute, on-campus TV talk-show, "How to Live on the Money You Have"

Research

- Polled 86 licensed drivers on, "Why People Throw Trash out of Their Car Windows While Driving."
- Analyzed survey data on, "Will There be a Good Job for Me After Graduation?"

Press Relations

- Persuaded local newspaper editor to join a symposium on, "Who's Writing the Rules of Grammar for Texting?"

SKILLS

Microsoft Word, Excel, PowerPoint; plus FileMaker, Quark, Photoshop, Acrobat, WordPress

Note: All work projects cited in this resume were college-course assignments.

Writing samples are available on request.

A sample resume showing work experience

Chris E. Hiremenow
3 Gimmeachance Road, Ourtown, US 00000
111/222-3333

GOAL

Seeking a position as a finish carpenter

EDUCATION

Certificate in Fine Carpentry, 06/2012

Tiger Maple Institute, Ourtown, US 00000

- Classes in architectural styles, technical drawing, furniture making, cabinet making

Diploma, 06/2010

Oakhurst Vocational School, Ourtown, US 00000

- Classes in construction techniques, hand tools, shop tools

WORK EXPERIENCE

Finish Carpenter, 06/2012 to Present

Hugh's High-End Homes, Ourtown, US 00000

- Duplicated existing English-style, oak-paneled walls for 350 sq/ft library expansion
- Designed and built 6'x9' replica Greek Revival fireplace mantle with hand-carved appliques
- Restored lower half of an Art-Deco staircase damaged by floodwaters
- Remodeled 20'x15' kitchen in the Nantucket style with deep coffered ceilings, bead-board cabinets, and wide pine floors
- Restored 12' high, salvaged antique Victorian doorway to original specifications

Assistant Finish Carpenter, 06/2010 to 06/2012

Arlene's Average Abodes, Ourtown, US 00000

- Installed windows, doors, trim, kitchen box cabinets, stairways, mantles on 15 homes

Intern, 01/2010 to 06/2010

Slap'em Up Houses, Ourtown, US 00000

- Helped install windows, doors, trim, and hardwood floors on 3 new homes

SKILLS

Replication, restoration, replacement, modification, design-build, CAD, hand tools, power tools, shop tools including laser cutters, shapers, planers

ADDITIONAL

Detail oriented, organized, neat, good sense of humor