

First Last Name  
City, State, Zip  
Phone (Landline or Cell)  
Email Address

Print

(The first section of your resume should include information on how the employer can contact you)

### **Objective (examples below)**

To obtain any entry level job at the McDonalds Corporation so I can utilize my strong customer service skills as well as improve my social and leadership skills.

### **OR**

To obtain an entry-level position with Starbucks where I can learn more about the coffee and restaurant business, and utilize my teamwork and leadership skills.

### **Education**

In the education section of your resume, list the school you attend and any awards or honors you have earned. If you have a strong GPA, you might choose to include that as well – if you don't leave it out!

High School  
GPA (optional)  
Awards, Honors

### **Experience **\*\*IF YOU HAVE NONE THEN YOU CAN SKIP RIGHT TO 'SKILLS'****

- This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held, and a bulleted list of responsibilities.
- You can also include any particular achievements you had at work, such as receiving an employee-of-the-month award.
- You can include things like babysitting and pet sitting, lawn mowing, shoveling snow, pet-sitting/dog walking, or anything else (LEGAL) you've done to earn some money.

### **Skills**

- Computer proficiency (comfortable or accomplished at programs such as Word, PowerPoint, Excel, Google Docs, Social Media, etc.
- Specific 'skills' you may have that are unique: Photography, artistic pursuits, dance, detail oriented, punctual, learn new tasks quickly, etc.
- Compiled a great record for attendance which shows your commitment.
- If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your resume description.
- You can include extracurricular activities, volunteer work, academics, and athletic pursuits. If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this.
- Promote Your Attitude and Performance. Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience.

### **References**

*Available upon request*

**Use Arial Font and have your headers be 1-2 sizes larger than your bulleted info**

First Last Name  
City, State, Zip  
Phone (Landline or Cell)  
Email Address

**Objective**

**Education**

High School (Name and Address)  
GPA (\*\*optional – don't not it if it's not over 3.0!!)  
Awards, Honors

**Experience**

**Skills**

**References**

*Available upon request*

