

SAMPLE RESUME

Mary Ryan
0000 Any Street
Any Town, Any State, 12345
(000)000-0000

OBJECTIVE: To obtain a position as a sales person in a retail store

EDUCATION: Davis Hills High school, 1998-2002 Davis, California
3.7 GPA
Learned Windows, Psychology and Sociology courses

SKILLS:

- Type 50 words per minute
- Good communication skills
- Work well under pressure
- Good work ethic

WORK/VOLUNTEER EXPERIENCE:

June-October 2001 Server – Auntie Em’s Family Restaurant, Davis, Ca
• Worked in fast paced, high volume restaurant, providing exceptional customer service

Thanksgiving Break 2000 Volunteer trip to Ensenada, Mexico. Worked with youth group building a dormitory for the homeless

HONORS:

- Honor Roll 1998-2002
- Basketball Team Captain
- Junior Academic Merit Award

CLUBS:

- ASB
- Drama
- Robotics

REFERENCES: Furnished upon request