

## Here's a sample resume showing no work experience

James B. Jobless

1 Herecome Highway, Ourtown, US 00000

Cell/Text: 111/222-3333 james@myblog.com

### **GOAL**

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

### **EDUCATION**

#### **High School Diploma, 06/2019**

Hometown High School, Ourtown, US 00000

- Enjoyed classes in 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 my bank

## Here's a sample resume showing only classroom experience

Lindsay U. Needajob  
2 Icandoit Drive, Ourtown, US 00000  
Cell/Text: 111/222-3333 Lindsay@mylinkedin.com

### GOAL

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

### EDUCATION

#### BS in Communications, 06/2019

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, Acrobat, WordPress

*Note: All work projects cited in this resume were college-course assignments.  
Writing samples are available on request.*

### USE ACTION WORDS

Certain words evoke confidence and authority. When offering examples of your past job requirements, be sure to start each sentence with an action word, like:

Achieved...  
Assembled...  
Assisted...  
Built...  
Cleaned...  
Completed...  
Convinced...  
Created...  
Delivered...  
Designed...  
Developed...  
Equipped...  
Established...  
Experienced...  
Guided...  
Handled...  
Learned...  
Led...  
Maintained...  
Managed...  
Operated...  
Organized...  
Performed...  
Planned...  
Produced...  
Programmed...  
Reduced...  
Repaired...  
Served...  
Set up...  
Sold...  
Supervised...  
Taught...  
Trained...  
Wrote...

## Here's a sample resume showing work experience

Chris O. Hiremenow  
3 Gimmeachance Road, Ourtown, US 00000  
111/222-3333 chris@myfacebook.com

### GOAL

Seeking a position as a finish carpenter

### EDUCATION

#### **Certificate in Fine Carpentry, 06/2016**

Tiger Maple Institute, Ourtown, US 00000

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

#### **Diploma, 06/2014**

Shastany Vocational Technical High School, Ourtown, US 00000

- Classes in construction techniques, hand tools, shop tools

### WORK EXPERIENCE

#### **Finish Carpenter, 06/2016 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, 06/2014 to 06/2016**

Arlene's Average Abodes, Ourtown, US 00000

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

#### **Intern, 01/2014 to 06/2014**

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

