

# First Last Name (16 pt bold)

Mailing Address

City, State Zip

Cell Phone with area code (605)

school email address

=Try to fit on 1 page.  
=Boldface the headings.  
=Make headings larger & bold  
=Resume wizard ok but personal info block MUST be at the top.  
=Margins no less than .5.  
=Type size no smaller than 11.

## Objective

To learn more about a career in \_\_\_\_\_. or To learn more about a job as a \_\_\_\_\_.

## Education

Anticipated graduation May 2019 from West Central High School, Hartford, SD. Include other schools. Include GPA if it's an asset. Include relevant coursework.

## Skills

Must include at least 5. List any and all that apply. Written and oral communication, organization, responsibility, word processing, cash register/point of sales, computer skills (list SPECIFIC programs & skills), machinery, heavy equipment, engine repair, coaching, foreign language proficiency, child care, landscaping, bricklaying, construction, cement work, framing, roofing, wiring, cooking, car wiring, photography

## Work Experience

Most recent to least recent—paid and unpaid. Include name of business, dates from when to when, starting month & ending month with year, duties on job

### May 2017-present

#### Younkers

Sioux Falls, SD

Logistics Team Member: Pick up hangers, clean up spills, move heavy objects, stock shelves. For excellent work, I have been awarded Employee of the Month.

### Summer 2016

#### West Mall 7 Theater

Sioux Falls, SD

Doorman/Concessionaire: Cleaned theater after movies, took tickets, sold concessions.

## Activities or Interests or Honors (this could be 2 separate sections. Use 1 heading.)

School-chorus, band, show choir, drama, oral interp, football, basketball, volleyball, track, XC, soccer, wrestling, golf, cheer, dance, team manager, student council, news media, yearbook, FCCLA, FFA, HOSA, class officer, rodeo club

Community-church, 4-H, scouting

Honors-might be Employee of the Month/Year, Student of the Month, honor roll, contests (art, music, speaking), member of championship team, winning a trophy, Most Improved, Most Valuable, Trojan Award,

## Volunteer Experience

How have you fulfilled service learning? List place and duties. Teach Bible School and Sunday school at First Methodist Church in Sioux Falls. Helped coach middle school football camp/soccer/peewee wrestling. Volunteer as teacher aid in a first grade classroom at West Central. Reading Buddy for a first grader once a week. Reader at Trojan Reading Bowl

## References

(List 3 with name, relationship, address, phone. Ask the people you list!)

Joe Pepperoni

Pizza Hut Manager

Street Address

City, State. Zip

Phone # or email

Cheri O'Teri

High School Counselor

Treetop High School

City, State Zip

Phone # or email

Don Johnson

Family Friend

Street Address

City, State Zip

Phone # or email